

Seat No.	
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**B.C.A. (Part - I) (Semester - II) (Commerce Faculty) Examination,  
April - 2015**

**SOFTWARE PACKAGES (Paper No. - 201) (Revised)**

**Sub. Code : 59576**

**Day and Date : Saturday, 11 - 04 - 2015**

**Total Marks : 80**

**Time : 03.00 p.m. to 06.00 p.m.**

- Instructions :**
- 1) Attempt any five questions.
  - 2) Each question carries 16 marks.
  - 3) Figures to the right indicate full marks.

**Q1) Define MS - Office? Explain the features of MS - Office. [16]**

**Q2) a) What is merging? How to create mail merge in MS - Word? [8]**

**b) What is Cell? Explain Cell formatting in MS - Excel. [8]**

**Q3) Explain various toolbars in MS - Word. [16]**

**Q4) What is MS - Excel? Explain in brief the elements of MS - Excel Window. [16]**

**Q5) Explain the different functions used in MS - Excel. [16]**

**Q6) a) Describe "How to format the spreadsheet in MS - Excel?" [8]**

**b) Write down the required steps for performing following operations in MS - Power Point. [8]**

i) Inserting pictures on the slide.

ii) Adding slide background.

iii) Inserting movies on the slide.

iv) Inserting tables on the slide.



Q7) Explain how to add different effects in MS - Power Point?

[16]

Q8) Write a short note on (Any Four) :

[16]

- a) Tables in MS - Word.
- b) Page setup in MS - Word.
- c) Presentation Views in MS - Power Point.
- d) Features of MS - Power Point.
- e) Slide Layouts.
- f) Arranging Objects on slide.

