

Seat No.	
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**B.C.A.(Faculty of Commerce)(Part -I)(Semester -II)
(Revised)Examination, April - 2016
201:SOFTWARE PACKAGES
Sub. Code: 59576**

**Day and Date : Wednesday, 20 - 04 - 2016
Time :3.00 p.m. to 6.00 p.m.**

Total Marks :80

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

- Q1) What is MS - Office? Explain different components 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) What is MS-PowerPoint? Explain in brief the elements of MS-PowerPoint Window? [16]**
- Q4) a) Explain in brief various types of effects in MS - PowerPoint. [8]**
b) Explain Mathematical and string functions used in MS- Excel. [8]
- Q5) a) Explain different applications of MS-Word. [8]**
b) What is chart? Explain different types of charts used in MS-Excel. [8]
- Q6) a) Give the procedure for printing any word file in detail. [8]**
b) What is spreadsheet? Explain the applications of spreadsheet. [8]

P.T.O.

Q7) a) Explain different slide layouts in MS - Power point. [8]

b) How to insert various objects in MS-Word document? [8]

Q8) Write a short notes on (any four) [16]

a) Word completion in MS-Word.

b) Spell check in MS-Word.

c) Formula Auditing in MS-Excel.

d) Data and time functions in MS-Excel

e) Adding Header and footer

f) Printing Handouts in MS-PowerPoint

