

B - 301

Total No. of Pages : 2

Seat No.	
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B.C.A. (Part - I) (Semester - II) (Commerce Faculty)

Examination, October - 2017

SOFTWARE PACKAGES

(Paper : 201) (Revised)

Sub. Code : 59576

Day and Date : Tuesday, 10 - 10 - 2017

Total Marks : 80

Time : 10.30 a.m. to 01.30 p.m.

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

Q1) What is MS-Office? Explain different components of MS-Office. [16]

Q2) What is MS-Word? Explain in brief the elements of MS-Word Window. [16]

Q3) a) Explain "How to format the document in MS-Word"? [8]

b) Explain the various applications of the MS-PowerPoint. [8]

Q4) a) Explain the steps required for creating table in MS-Word with the help of suitable example. [8]

b) Explain the features of MS-Excel. [8]

Q5) a) What is chart? Explain different types of charts used in MS-Excel. [8]

b) Explain different presentation layouts in MS-PowerPoint. [8]

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- Q6) a) Explain in brief [8]**
- i) Filtering the data in MS-Excel
 - ii) Inserting the formulas
- b) Describe the steps to perform following operations in MS-PowerPoint. [8]**
- i) Creating a new presentation
 - ii) Opening an existing presentation
 - iii) Saving presentation
 - iv) Closing Presentation
- Q7) a) Explain Mathematical and String functions used in MS-Excel. [8]**
- b) Explain the steps to insert header, footer and graphs on slides in MS-PowerPoint. [8]**
- Q8) Write a short note on (Any Four) : [16]**
- a) Security of documents in MS-Word
 - b) Macros
 - c) Sorting the data in MS-Excel
 - d) Validations
 - e) Animation Schemes in MS-PowerPoint
 - f) Slide Transitions

