

GOVT. V.Y.T. P.G. AUTONOMOUS COLLEGE, DURG
ASSIGNMENT QUESTION (2024-25)
BCA – I SEMESTER
COURSE CODE – CASC-02T
DSC- FUNDAMENTAL & MS-OFFICE

Max.Marks: 10

Note: Section 'A' & 'B' containing 2 very short-answer-type questions, is compulsory. Section 'C' consists of short-answer-type questions and Section D is long-answer-type questions.

Section - 'A'

Answer the following very short-answer-type questions in one or two sentences: (1×1=1)

Q.1 What is Word Processing software?

Section - 'B'

Answer the following very short-answer-type questions in one or two sentences: (1×1=1)

Q.1 Which toolbar has table option in MS-Word Software?

Section - 'C'

Answer the following very short-answer-type questions in one or two sentences: (1×3=3)

Q.1 What is Mail-Merge? Explain step by step procedure of mailing.

OR

What are major features of Ms Word? Explain the steps for creating Header and Footer in Ms Word.

Section – 'D'

Answer the following long answer type questions in word limit 150-200: (1×5=5)

Q.1 How will you create and edit Word document? Explain the steps for adding clip art, word art and flowchart.

OR

How do you perform following in MS-Word:

- (i) Inserting image.
- (ii) Inserting page number