Online Annual Examination - 2020

BCA - I

BCA - 104

PC SOFTWARE & MULTIMEDIA

Max.Marks : 80

Min.Marks : 27

Note : Section 'A', containing 10 very short-answer-type questions, is compulsory. Section 'B' consists of short answer type questions and Section 'C' consists of long answer type questions. Section 'A' has to be solved first.

Section - 'A'

Answer the following very short-answer-type questions in one or two sentences : $(1 \times 10 = 10)$

Q.1   The key for spell check in MS Word is ....

Q.2   A set of programming statements is called............

Q.3   Formula is Ms Excel begging with..................sign

Q.4   Ms Excel is an example for .... program.

Q.5   In PowerPoint short cut key to insert new slide is ....

Q.6   Clipart is a collection of ....files.

Q.7   Extension file of Ms Access is ....

Q.8   In Access...............formats the printed information.

Q.9   MPEG stands for............

Q.10   The combination of text, graphics, and audio elements into a single collection or persentation is called..................

P.T.O.

Section - 'B'

Answer the following long answer type questions in word limit 150-200 : (5 4=20)

Q.1 What are major features of Ms Word?

OR

Explain the steps for creating Header and Footer in Ms Word.

Q.2 Explain any four functions available in Ms Word.

OR

How can we create chart using Ms Excel?

Q.3 Write steps to save and close a slide presentation in PowerPoint

OR

Write steps for line spacing in power point presentation

Q.4 What is relationship? Explain different types of relationship.

OR

What is DBMS? Explain feature of DBMS.

Q.5 What is Multimedia? Explain different type of Multimedia.

OR

Explain following:-

(i) Shape tweeing   (ii) B- mask layer

Section - 'C'

Answer the following long answer type questions in word limit 300-350 : (10x5=50)

Q.1 What is mail - merge?

OR

Explain macro. Write down the steps to record a new macro.

Q.2 Explain format menu in Ms- Word.

OR

Write steps for create a pivot table.

Q.3 Briefly explain the steps for creating a power point presentation.

OR

Explain entering and editing text in PowerPoint presentation.

Q.4 How will you create a table in Ms- Access?

OR

Write features of Ms Access.

Q.5 Write about hardware and software resource requirement in animation.

OR

Write step for creating a new movie flash.

---X---