

OR

11. Explain the different types of views in Power Point ?

PART-C

UNIT - I

12. Explain the booting process in detail ?

UNIT - II

13. Difference between system software and application software ?

UNIT - III

14. What are the contents of MS-Word ?

UNIT - IV

15. What are the charts in Excel ? Explain different types of chart MS Excel ?

UNIT - V

16. What is Power Point ? Write down the steps of creating slide with animation with example ?

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4

Total Pages : 4

BCA-102

B.C.A. I Year Examination, 2015

Paper-II

(PC Software Package)

Time : Three Hours
Maximum Marks : 100

PART - A (खण्ड-अ) [Marks : 20]

Answer all questions (50 words each).

All questions carry equal marks.

सभी प्रश्न अनिवार्य हैं। प्रत्येक प्रश्न का उत्तर पचास शब्दों से अधिक न हो।
सभी प्रश्नों के अंक समान हैं।

PART - B (खण्ड-ब) [Marks : 50]

Answer five questions (250 words each).

Selecting one from each unit. All questions carry equal marks.

प्रत्येक इकाई से एक-एक प्रश्न चुनते हुए, कुल पाँच प्रश्न कीजिए।

प्रत्येक प्रश्न का उत्तर 250 शब्दों से अधिक न हो।

सभी प्रश्नों के अंक समान हैं।

PART - C (खण्ड-स) [Marks : 30]

Answer any two questions (300 words each).

All questions carry equal marks.

कोई दो प्रश्न कीजिए। प्रत्येक प्रश्न का उत्तर 300 शब्दों से अधिक न हो।

सभी प्रश्नों के अंक समान हैं।

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P.T.O.

PART-A

1. (i) What is booting process ?
- (ii) What do you mean by FAT ?
- (iii) Define character map ?
- (iv) Difference between Windows Explorer and Internet Explorer ?
- (v) HTML stands for ?
- (vi) Difference between standard toolbar and formatting toolbar ?
- (vii) Difference between Save and Save As ?
- (viii) Why we use cell referencing ?
- (ix) DTP stands for ?
- (x) Describe the types of view in power point ?

PART-B

UNIT - I

2. Difference between internal and external DOS commands?

OR

3. Difference between DOS and Windows operating system?

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2

UNIT - II

4. Write short notes on :

- (a) My Computer
- (b) Recycle Bin

OR

5. Explain the features of Windows and also explain any three accessories in Windows ?

UNIT - III

6. Write down the various steps involving in Mail Merge ?

OR

7. Explain printing and formatting a document in MS Word ?

UNIT - IV

8. Difference between absolute and relative addressing ?

OR

9. How to use Macros in MS Excel ?

UNIT - V

10. Describe the following :

- (a) Page Maker
- (b) CorelDraw

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3

P.T.O.