

Roll No.

Total Pages : 3

19002

OBCAM-15

PC SOFTWARE

Paper-BCA-102

Time Allowed : 3 Hours] [Maximum Marks : 80

Note : Attempt **five** questions in all, selecting at least **one** question from each Unit. Question No. **1** is compulsory. All questions carry equal marks.

Compulsory Question

1. (a) What is the purpose of My Computer icon?
- (b) Write the steps to create a Shortcut to a file.
- (c) What is the purpose of Word Pad?
- (d) What do you mean by Web Browser?
- (e) What is the purpose of Control Panel?
- (f) What do you mean by Formatting?
- (g) What is Macro?
- (h) What do you mean by Spread sheet? 2×8

UNIT-I

2. (a) What an Operating System? Explain various functions of operating system. 8

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(b) Explain various views of Windows Explorer. 8

3. (a) Explain various Entertainment tools. 8

(b) Explain the steps of change the Desktop theme. 8

UNIT-II

4. (a) Explain the various steps to create a document in MS Office. 8

(b) What is Macro? Explain its importance and how Macro is created. 8

5. (a) Differentiate between Spelling and Grammar tool and Autocorrect tool. 8

(b) Explain the steps to create table in MS Office. 8

UNIT-III

6. (a) What are the applications and advantages of Worksheet? 8

(b) Explain the components of Workbook Window. 8

7. (a) Describe different views of Workbook. 8

(b) Explain various steps to make a group of many worksheets. 8

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UNIT-IV

8. (a) Explain various steps to change the Chart Type, Chart Layout and Chart Style. 8

(b) Explain various components of a Chart. 8

9. (a) Explain various references to a cell. 8

(b) Explain various types of Excel functions. 8

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