FY.B.C.A. EXAMINATION
Nov - 2016

Sub: PC Software
Paper Code: 8051
Time: 3 hours   Marks: 100
Instructions:

Q – 1 (a)	What is Operating System? Explain	**10**
(b)	Explain the following terms: Desktop, File, Folder, Icon, My Computer.	**10**

OR

Q – 1 (a)	Explain any five internal Dos Commands.	**10**
(b)	What is Computer? Explain the block diagram of Computer.	**10**
Q - 2 (a)	Explain table facility available in Ms-Word.	**10**
(b)	What is Macro? Explain in detail.	**10**

OR

Q - 2 (a)	Explain Mail Merge facility with its all steps.	**10**
(b)	Explain the following: Drop Cap, smart art, word art and chart option in Ms-Word.	**10**

Q – 3 (a)	Explain any 5 functions of Date and time of Excel.	**10**
(b)	Explain Goal Seek and advance filter in detail.	**10**

OR

Q – 3 (a)	Explain any 5 mathematical function of Excel.	**10**
(b)	Explain Conditional Formatting and Scenario Manager in detail.	**10**

Q - 4 (a)	Explain Macro of Excel in detail.	**10**
(b)	What is Pivot Table facility in MS Excel? Give the complete procedure of it with proper example.	**10**

OR

Q - 4 (a) Explain chart and What If facility in detail. 10

     (b) Explain subtotal facility with example. 10

Q – 5 (a) What is animation? Write a note on custom animation. 10

     (b) What is power point? List the advantages and disadvantages 10
          of power point.

OR

Q - 5 (a) What is the use of action button? Explain. 10

     (b) Explain various layouts of power point. 10