

14 MAY 2019

FY.B.C.A. EXAMINATION APR 2019
MAY

Sub: PC Software

Paper Code: 8051

Time: 3 hours

Marks: 100

Instructions:

- Q – 1 (a)** Define computer, write down characteristics of computer. **10**
(b) Discuss following terms: File, Control Panel and Window Explorer. **10**
OR
- Q – 1 (a)** Write a short note on word pad. **10**
(b) Discuss about types of computer. **10**
- Q - 2 (a)** Describe spelling checker facility in MS Word. **10**
(b) Write a detail note on Macro in MS Word. **10**
OR
- Q - 2 (a)** Discuss with steps: Mail Merge in MS Word. **10**
(b) Explain advance filter in detail in MS Word. **10**
- Q – 3 (a)** Explain “What If” analysis with example. **10**
(b) Explain any 5 built in functions from spreadsheet. **10**
OR
- Q – 3 (a)** Write a detail note on conditional formatting. **10**
(b) Discuss conditional calculations with suitable example. **10**
- Q - 4 (a)** What is graph? Discuss its types in detail. **10**
(b) Write a short note on data sorting. **10**
OR
- Q - 4 (a)** Discuss about pivot table in spreadsheet. **10**
(b) Write a short note on data filtration. **10**

- Q – 5 (a)** Write a detail note on slide designs. **10**
- (b)** Write down steps to insert picture and chart in PowerPoint presentation. **10**

OR

- Q - 5 (a)** Discuss Animation in Slide. **10**
- (b)** Explain Slide transition in detail. **10**