

Seat no:

F.Y. B.C.A Examination

APRIL-2015

Pc Software Paper No. 102

Time:-03:00 hrs

Code-8051

Total Marks:- 100

-
- Q – 1 (a) What is computer? Draw block diagram of it and explain its components in detail. 10
- (b) What do you mean by OS? List out and explain various functionality of OS 10

OR

- Q – 1 (a) List out and explain various characteristics and applications of computer. 10
- (b) Write a note on word pad. Compare word pad and note pad 10
- Q - 2 (a) What is MS-Word? Explain different feature of it in detail 10
- (b) Explain mail merge facility in detail 10

OR

- Q - 2 (a) Explain header and footer in MS-Word 10
- (b) Differentiate followings 10
- 1.Find v/s Replace
 - 2.Save v/s Save as
 - 3.Cut v/s Copy
 4. Undo v/s Redo
 - 5.Paste v/s Paste special

- Q – 3 (a) What is spreadsheet? explain various applications and advantages of it 10
- (b) Explain “what if” analysis with example 10

OR

- Q – 3 (a) Write a note on pivot table. 10
- (b) What is chart? List out and explain various charts available in MS-Excel. Write steps to create any one of them. 10

- Q - 4 (a) Explain Macro in detail 10
- (b) List out various categories of functions in MS-Excel. Explain any five functions related to text function 10

OR

- Q - 4 (a) Explain “filter” option available in MS-Excel 10
(b) Explain Goal-seek facility 10
- Q – 5 (a) Explain different layout of power point 10
(b) How we can insert pictures and sounds in Power point slide? 10
Explain in detail

OR

- Q - 5 (a) What is animation? Explain any five animation styles. 10
(b) Explain different methods for slide show. Write a step to make continue slide show. 10