Code: 8051

# F.Y. B.C.A Examination
## Oct-Nov- 2015
### Pc Software Paper No. 102

**Time:-03:00 hrs**        **Total Marks:- 100**

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**Q – 1 (a)** What is computer? Explain any two personal components.    **10**

**(b)** Explain following terminology.    **10**

     (i) Desk top

     (ii) Recycle Bin

     (iii) Icon

### OR

**Q – 1 (a)** What is computer? Explain all characteristics of computer.    **10**

**(b)** Explain following terminology.    **10**

     (i) My Computer

     (ii) Folder

     (iii) Control Panel

**Q - 2 (a)** Explain Table facility available in MS-Word.    **10**

**(b)** (i) Explain CUI and GUI in brief.    **10**

     (ii) What is an alignment? Explain different alignments available in MS Word.

### OR

**Q - 2 (a)** Explain Mail Merge facility with its all steps.    **10**

**(b)** (i) Explain Drop Cap and Change Case facility of Word.    **10**

     (ii) Explain Header-Footer facility.

**Q – 3 (a)** Write short note on following.    **10**

     (i) Goal Seek

     (ii) Conditional Formatting

**(b)** Attempt the following function with syntax and example.    **10**

     (i) SUM()

     (ii) AVERAGE()

     (iii) COUNT()

     (iv) IF()

**Q – 3 (a)**   (i) How can you insert picture in Excel? Write different method.   **10**

(ii) What is Macro in MS Excel.

**(b)**   Attempt the following function with syntax and example.   **10**

(i) MIN()

(ii) MAX()

(iii) DATE()

(iv) SQRT()

**Q – 4 (a)**   What is spread sheet? Explain the chart facility in MS Excel.   **10**

**(b)**   Explain Filter facility with example in MS Excel.   **10**

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

**(b)**   Explain the following term in detail.   **10**

(i) Data Sort in Excel

(ii) Data Validation in Excel

**Q – 5 (a)**   (i) Explain any five different power point slide.   **10**

(ii) Explain any five tools of MS Power Point.

**(b)**   What is Power Point? Explain different method to create presentation in power point.   **10**

**Q – 5 (a)**   (i) Explain various layouts in Power Point.   **10**

(ii) Explain all views of Power Point.

**(b)**   Write short note on Custom Animation option in Power Point.   **10**