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B. C. A. (First Semester) Examination, Nov.-Dec. 2016

(New Course : 2012-13)/(2010-11)

(For Regular/ATKT/Ex-Students)

PC PACKAGES

Time Allowed : Three hours

Maximum Marks : 50

Note : Attempt all the five questions. All questions carry equal marks.

1. Describe any **two** of the followings :

(i) Features of Windows

(ii) Creating Users

(iii) Setting common devices using Control Pannel

(iv) Accessories of windows

2. What do you mean by word processor? Write about the fomatting features available in MS-Word.

Or

What do you mean by Wizards and Templates? Write the steps for creating your Resume using Resume Wizard.

3. Write about the mail-merge option available in MS-Word, also explain its steps and advantages of using.

Or

Write short notes on the following :

(i) Header and Footer

(ii) Creating Tables in MS-Word

4. Describe the toolbars and menus of MS-Excel.

Or

What do you mean by function in MS-Excel? Explain various function available in MS-Excel.

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5. Describe any **two** of the followings :

   (i) Slide transition

   (ii) Action button

   (iii) Custom animation

   (iv) Different view of Power Point