

BCA-04

December - Examination 2015

BCA Ist Year Examination**Computer Application for Office Management****Paper - BCA-04****Time : 3 Hours]****[Max. Marks :- 100**

Note: The question paper is divided into three sections A, B and C. Write answers as per given instructions.

Section - A

10 x 2 = 20

(Very Short Answer Questions)

Note: Answer all questions. As per the nature of the question delimit your answer in one word, one sentence or maximum upto 30 words. Each question carries 2 marks.

- 1) (i) What advantages do NTFS have over FAT and FAT-32 file systems?
- (ii) Explain, how can we add an image from a file, to MS-WORD 2000 document.
- (iii) How can we rename a worksheet in MS-EXCEL?
- (iv) How can we use value in formula applied to a cell, in another worksheet within the same workbook?
- (v) Which keyboard shortcut is used for centre justified, in Power Point?

- (vi) How a list or contact is deleted from Outlook?
- (vii) Explain distribution lists, in context with emails.
- (viii) In context of databases, differentiate between terms Field and Record.
- (ix) Explain the term candidate key, with respect to databases.
- (x) Which tool, in MS-WORD 2000 allows creating form letters, mailing labels and envelopes by linking a main document to set of data or data source?

Section - B

4 x 10 = 40

(Short Answer Questions)

Note: Answer any four questions. Each answer should not exceed 200 words. Each question carries 10 marks.

- 2) Explain resources provided by MS-WINDOWS 2000, for application developers.
- 3) Write steps to create a macro in MS-WORD 2000.
- 4) What is tool bar? List and explain, any two types of tool bar in WINDOWS.
- 5) Explain use of AUTOSUM feature in MS-EXCEL, with suitable example.
- 6) How BULLETED LISTS can be used, in Power Point?
- 7) What steps should be performed, to create a distribution list in Outlook? Also, explain how to add a picture to a contact?
- 8) Explain how Form Wizard is helpful in using MS-Access?
- 9) What is Auto Text in MS-Office?

Section - C

2 x 20 = 40

(Long Answer Questions)

Note: Answer any two questions. You have to delimit your each answer maximum upto 500 words. Each question carries 20 marks.

- 10) What are major benefits of using MS-WINDOWS 2000?
 - 11) Explain AUTOFILL feature and its implementation to extend a series, alternating text and numbers, autofilling functions in MS-EXCEL.
 - 12) For Outlook, illustrate steps involved in
 - (i) Creating (or scheduling) an appointment
 - (ii) Creating (or scheduling) a recurring appointment
 - (iii) Creating (or scheduling) a meeting
 - (iv) Creating (or scheduling) an event
 - 13) With respect to Email message options, explain
 - (i) Sending attachments
 - (ii) Receiving message
 - (iii) Replying message
 - (iv) Forwarding message
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