

**BCA-04**

December - Examination 2016

**BCA Pt. I 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 × 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 are the commands for SAVING A DOCUMENT in MS-WORD of MS-Office?
- (ii) What is the use of OPERATING SYSTEM?
- (iii) How a text box is inserted in MS-WORD of MS-Office?
- (iv) What is the work of command CTRL+ALT+DEL?
- (v) How you can insert a formula in MS-EXCEL?
- (vi) What is the utility of FILTER in MS-EXCEL of MS-Office?

- (vii) How can we attach SIGNATURE with an e-mail?
- (viii) What is the use of MERGE AND CENTRE Command in MS-EXCEL of MS-Office?
- (ix) What is the use of ANIMATIONS in MS-POWERPOINT?
- (x) What is the use of TRANSITION SPEED of ANIMATIONS in MS-POWERPOINT?

**Section - B****4 × 10 = 40**

(Short Answer Questions)

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

- 2) Discuss RECORD NARRATION in MS-POWERPOINT.
- 3) Explain LOOKUP AND REFERENCE in MS-Excel.
- 4) Discuss JUNK/SPAM E-Mail in particular mailing account.
- 5) Explain the process of ATTACH A DOCUMENT with an E-mail.
- 6) Discuss the work of INSTANT SEARCH of MS-OUTLOOK.
- 7) Describe Moving and Resizing a table in MS-Word.
- 8) Describe the use of Hyperlink in MS Office.
- 9) Explain the working of Hyphenation in MS-WORD?

**Section - C****2 × 20 = 40**

(Long Answer Questions)

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

- 10) Explain the utility of HEADER and FOOTER in MS-WORD.
  - 11) Explain various chart methods in MS-EXCEL with examples.
  - 12) Explain various features in manageable which help to quick track, report and share information for work properly in MS-ACCESS.
  - 13) Explain various formulas and functions in details used in MS-EXCEL.
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