

BCA-04

December - Examination 2017

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 do understand by shading in MS-Word?
- (ii) What is Hide and Unhide option in MS-EXCEL?
- (iii) What is use of Hangout Master in MS-POWERPOINT?
- (iv) What is use of Local Template in MS-ACCESS?
- (v) What is the use of Web Layout in MS-WORD?
- (vi) What is meaning of Draft in MS-WORD?
- (vii) What is use of ruler in MS-WORD?
- (viii) What is use of Catalogs in MS-Publisher?

- (ix) What is the work of change case in MS-WORD?
- (x) What is the work of CTRL+Shift++?

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 the use of Invitation Cards in MS-Publisher.
- 3) Discuss the use of Fax Cover in MS-Access.
- 4) Discuss Merge and Centre in MS-Excel.
- 5) Explain role of Hyphenation in MS-Word.
- 6) Discuss Indent and Spacing options in MS-WORD.
- 7) Describe functioning of Media Clips in MS-POWERPOINT.
- 8) Describe the functioning of Equation designing in MS-WORD.
- 9) Explain working of Formatting of Tables in MS-EXCEL?

Section - C**2 × 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) Explain the working of Cross Reference in MS-WORD.
- 11) Explain the working of Find and Replace in MS-POWERPOINT.
- 12) Explain the projects of Template Catalogs in MS-ACCESS.
- 13) Explain options of Page Layout in MS-WORD.