

BCA-04

December - Examination 2018

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 you mean by Bookmark in MS-Word?
- (ii) What is use of Page Breaks in MS-Word?
- (iii) Define Pivot Table in MS-Excel.
- (iv) What is use of Selection Pane in MS-Excel?
- (v) What do you understand by Protect Presentation MS-Power Point?
- (vi) What is the work of Flyers MS-Publisher?
- (vii) What is the use of Watermark in MS-Word?

- (viii) What is use of Captions in MS-Word?
- (ix) What is Record Narration in MS-Power Point?
- (x) What is the use of Document Map in MS-Word?

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 Drafts in MS-Words and its importance also.
- 3) Explain the functioning of Number formats in MS-Excel.
- 4) Discuss various options of Animations of MS-Power Point.
- 5) Describe the functionality of Balloons in MS-Word.
- 6) Explain the use of Mark Citations in MS-Word.
- 7) Describe various types of Charts in MS-Excel.
- 8) Describe functionality of Trace Precedents and Trace Dependents in MS-Excel.
- 9) Explain the functionality of Watch Window 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) Describe the Functioning of Track changes in MS-Word.
 - 11) Explain the work of protect and share workbook in MS-Excel.
 - 12) Explain the functionality of reroute connectors in MS-Publisher.
 - 13) Explain the working of Macros in MS-Word.
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