

BCA-04

December - Examination 2019

BCA Pt. I Examination**Computer Application for Office Management****Paper - BCA-04****Time : 3 Hours]****[Max. Marks :- 70**

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

Section - A**7 × 2 = 14****(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 Documents Map in MS-Word?
 - ii. What is use of Thumbnail in MS-Word?
 - iii. Define Pivot Table in MS-Excel.
 - iv. What is the use of Selection Pane in MS-Excel?
 - v. What do you understand by Page Setup in MS-Power point?
 - vi. What is the work of Design Gallery Object in MS-Publisher?
 - vii. What is the use of Record Narration in MS-Power point?

Section - B $4 \times 7 = 28$ **(Short Answer Questions)**

Note: Answer **any four** questions. Each answer should not exceed 200 words. Each question carries 7 marks.

2. Discuss the procedure to use of Insert Endnote in Ms-Words and its importance also.
3. Explain the functioning of short & Filters in MS-Excel.
4. Discuss various options of Protect Presentation of MS-Power Point.
5. Describe the functionality of Track Changes in MS-Word.
6. Explain the use of Mark Citations in MS-Word.
7. Define Trace Dependents option of formula auditing in MS-Excel.
8. Explain the Lookup and Refrence in Excel with suitable example.
9. What is e-mail? Explain the process of attaching the document in email.

Section - C $2 \times 14 = 28$ **(Long Answer Questions)**

Note: Answer **any two** questions. You have to delimit your each answer maximum upto 500 words. Each question carries 14 marks.

10. Describe the functioning of various illustrations in MS-Word.
11. Explain the work of data tools in MS-Excel.
12. Explain the functionality of various tools available in MS-Publisher.
13. Explain the use of Citations and Bibliography in MS-Word.