

**BCA-04**  
**December – Examination 2021**  
**BCA (Part-I) Examination**  
**Computer Application for Office**  
**Management**  
**Paper : BCA-04**

*Time : 1½ Hours ]*

*[ Maximum Marks : 70*

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*Note :-* The question paper is divided into two Sections A and B. Write answers as per the given instructions.

**Section-A**

**4×3½=14**

**(Very Short Answer Type Questions)**

*Note :-* Answer any *four* questions. As per the nature of the question delimit your answer in one word, one sentence or maximum up to **30** words. Each question carries 3½ marks.

1. (i) What do you mean by Header and Footer ?

- (ii) Write the use of bullets in MS-Office.
- (iii) Write the use of MACROS in MS PowerPoint.
- (iv) What is Clip art ? How is it useful in MS-PowerPoint ?
- (v) What is the use of Filter in MS-Excel ?
- (vi) Write the commands for inserting hyperlink.
- (vii) Write the use of Page Layout tab in the MS-Word 2010.
- (viii) Distinguish between Excel and Access.

**Section-B** **4×14=56**

**(Short Answer Type Questions)**

**Note** :- Answer any *four* questions. Answer should not exceed **200** words. Each question carries 14 marks.

- 2. What is function in MS-Excel ? Write about parts of functions in MS-Excel.
- 3. Explain the various components of slide in MS-PowerPoint.

- 4. What is a Spreadsheet ? Discuss about features of MS-Excel spreadsheet.
- 5. Describe the various types of charts in MS-Excel.
- 6. Explain the use of Freeze pane in MS-Excel.
- 7. How do transitions help to make the presentation attractive ?
- 8. How do we add a bookmark to a PowerPoint video ?
- 9. Explain the use of mark citations in MS-Word.