

BCA-04

December – Examination 2022
BCA (Part-I) Examination
**Computer Application for Office
Management**
Paper : BCA-04

Time : 3 Hours]

[Maximum Marks : 70

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

Section-A

7×2=14

(Very Short Answer Type Questions)

Note :- Answer all 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 2 marks.

1. (i) What is Formatting in MS-Word ?
- (ii) What is Drop-cap in MS-Excel ?

- (iii) What are templates in PowerPoint ?
- (iv) What do you mean by Font ?
- (v) Write the steps to bold letters.
- (vi) What is the difference between Save and SaveAs ?
- (vii) What are Headers in MS-Word ?

Section-B **4×7=28**

(Short Answer Type Questions)

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

2. What is RTF ? Write the advantages of RTF.
3. Describe the functionality of freeze pan in MS-Excel.
4. What is Watermark? Explain the uses of watermark.
5. Explain how to protect excel sheet.
6. Explain the various types of alignment in MS-Word.
7. How to create forms in MS-Access ?
8. Write steps to create table in MS-Word.
9. What is the relative formula in MS-Excel ?

Section-C **2×14=28**

(Long Answer Type Questions)

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

10. Explain the work of functions library in MS-Excel.
11. Explain the SMTP protocol in Microsoft Outlook.
12. Explain the advance word processing.
13. Write short notes on the following :
 - (a) E-mail
 - (b) Presentation Package