

11. Write short notes on the following :
- (a) Forms and reports
  - (b) Advantages of E-Mail
12. What is MS PowerPoint ? Describe its various features.
13. What is the use of query in database ? Explain various queries with example.

## **BCA-04**

**December – Examination 2023**  
**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) Define Task Bar.
- (ii) What is word processor ?
- (iii) Define Database.
- (iv) What is E-Mail ?
- (v) Define query.
- (vi) What is the use of Microsoft Office Outlook ?
- (vii) Define clipboard.

**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. Explain various system icons of MS-Windows 2000.
3. What is formatting ? Explain various formatting options in MS-Word.
4. Define spreadsheet. Explain main features of MS-Excel.

5. Write short notes on the following :
  - (a) Macros in MS-Word
  - (b) Page formatting
6. Define header and footer. Explain importance of header and footer.
7. Explain main features of Microsoft outlook.
8. What is slide transition ? How can you apply the same slide transition to all the slides at a time ?
9. Write short notes on the following :
  - (a) Windows Accessories
  - (b) NTFS

**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. Describe properties of page and print option in MS-Excel.