

**BCA-04**

**December - Examination 2025**  
**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) How file/folder deleted in MS Windows 2000?
- (ii) Explain utility of Microsoft Office Outlook.
- (iii) Explain inner join with respect to Database.
- (iv) How we can add image from a file, to a MS Word 2000 Document?
- (v) What are the elements of Formatting?
- (vi) What is the use of Proofing Tool in MS Word?
- (vii) What is spreadsheet?

**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. Write various options of presentation views.
3. Explain how to perform query in database package?
4. How to write formula in MS Excel?
5. What is Watermark? Explain the use of Watermark.
6. How to create Form in MS Access?
7. What is relative formula in MS Excel?
8. What is RTF? Write the advantages of RTF.
9. Explain various types of alignments 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 SMTP protocol in Microsoft Outlook.
11. Explain the work of Functions Library in MS Excel.
12. Write the steps to animate picture in PowerPoint Presentation.
13. Explain how to protect excel sheet?

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