

BCA-04**December – Examination 2020****BCA (Part I) Examination****Computer Application for
Office Management****Paper : BCA-04***Time : 2 Hours]**[Maximum Marks : 70*

Note :- The question paper is divided into two sections A and B. 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 upto **30** words. Each question carries 2 marks.

1. (i) What is Pivot Table in MS-Excel ?
- (ii) Define Thumbnails in MS-Word.

- (iii) What is Notes Master in MS-PowerPoint ?
- (iv) What commands are used for inserting hyperlink ?
- (v) How can we attach signature with an e-Mail ?
- (vi) What is Operating System ?
- (vii) What is Cross Reference in MS-Word ?

Section-B **4×14=56**

(Short Answer Type Questions)

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

- 2. What is e-Mail ? How documents are attached in e-Mail ? Explain it.
- 3. Explain the use of Watermarks in MS-Word.
- 4. Describe various types of charts in MS-Excel.
- 5. Explain the functionality of Data Validation in MS-Excel.
- 6. What are various slide animation options available in MS-PowerPoint ?
- 7. Explain the benefits of Header and Footer in MS-Excel.

- 8. Explain the working of Hyphenation in MS-Word.
- 9. Explain the working of Formatting of Tables in MS-Excel.