

BCA-04

June – 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) What is a motion path in MS-PowerPoint ?
- (ii) What are footers in MS-Word ?

- (iii) What is Print Preview ?
- (iv) What are Spreadsheets ?
- (v) What are the elements of formatting ?
- (vi) What is the use of proofing tool in MS-Word ?
- (vii) Write steps to underline letter.

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 mail merge ? Write its steps.
3. Write various options of presentation views.
4. Explain various types of alignments in MS-Excel.
5. Describe the functionality of freeze pan in MS-Excel.
6. Explain how to perform query in data base package.
7. Explain how to create report in MS-Access.
8. How to write formula in MS-Excel Sheet ?
9. Write the steps to animate pictures in PowerPoint presentation.

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. Write steps to create the marksheet of BCA 1st year in MS-Excel.
11. Explain the templates and different presentation view in PowerPoint.
12. Explain working and importance of header and footer in MS-Word.
13. Write short note on the following :
 - (i) Microsoft outlook
 - (ii) Database package