

(d) Adding border styles, shading, text effects, alignment to table

12. What are the functions used in excel? Explain in detail.
13. How will you create forms? Explain autoform in access.

—x—

BCA-04

B.C.A. Examination, June-2015
Computer Applications for Office Management

BCA-04

Time : Three Hours

[Max. Marks : 100

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

Section-A

(Very Short Answer 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.

10×2=20

1. (i) What is operating system?
(ii) What is a file? Write various extensions.
(iii) How can a file or folder created in MS- WINDOW 2000?
(iv) How can we add an image from a file, to a MS-WORD 2000 document?

- (v) Which Wizard helps to view all functions available in MS-EXCEL?
- (vi) What is Keyboard shortcut for centre justified, in Power Point.
- (vii) Explain the term candidate key with respect to database.
- (viii) What is Control Panel?
- (ix) What are action Queries in SQL?
- (x) How can anyone attach a document with an e-mail?

Section-B

(Short Answer Questions)

Note: Answer any four questions. Each answer should not exceed 200 words. Each question carries 10 marks.
10×4=40

2. How can you insert a row in the already created table of 5 Columns.
3. What is tool bar? List and explain any two types of tool bar in WINDOWS.
4. What is a document? How will you open, save and naming the document?

(2)

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5. Write the steps for creating students mark sheet and calculate the total and average in database.
6. How Recycle Bin can be utilized, if a file is deleted accidentally?
7. What steps should be performed, to create a distribution list of Outlook? Also, explain how to add a picture to a contact?
8. What are various Slide animation options available in Power Point?
9. What is Auto Text in MS-office?

Section-C

(Long Answer Questions)

Note: Answer any two questions. You have to delimit your each answer maximum upto 500 words. Each question carries 20 marks.
20×2=40

10. What are different applications of using MS-WINDOWS 2000? Explain in detail.
11. Describe in brief, how to perform following tasks in MS-WORD 2000.
 - (a) Creating a table
 - (b) Merging cells of a table
 - (c) Resizing a table

(3)

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