

**BCA-04**

June - Examination 2017

**BCA Pt. I Examination****Computer Application for Office Management****Paper - BCA-04****Time : 3 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****10 × 2 = 20**

(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.

- 1) (i) What are the commands of inserting hyperlink?
- (ii) What do you mean by Header and Footer?
- (iii) What is process of inserting citation?
- (iv) Write the steps to insert commands of “view gridlines”.
- (v) What is the use of filter in MS-EXCEL?
- (vi) What is the use of advance slide?
- (vii) Write any two benefits of Drop Cap in MS-WORD?
- (viii) What do you mean by cross reference in MS-WORD?

- (ix) Write the use of animations in MS-POWERPOINT.
- (x) Write the use of bullets in MS-Office.

**Section - B****4 × 10 = 40**

(Short Answer Questions)

**Note:** Answer **any four** questions. Each answer should not exceed 200 words. Each question carries 10 marks.

- 2) Discuss Order, Group and Position objects in MS-POWER POINT.
- 3) Write about print titles in MS EXCEL?
- 4) Discuss the pivot table of MS EXCEL.
- 5) Write about transition speed and sound in MS POWER POINT.
- 6) What is the use of command CTRL + ATRL + D in MS-Word?
- 7) Describe use of MACROS in MS POWERPOINT.
- 8) Describe use of FREEZE PANES in MS-EXCEL.
- 9) Explain the working of Hyphenation in MS-WORD.

**Section - C****2 × 20 = 40**

(Long Answer Questions)

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

- 10) Describe various methods of publication types in MS-PUBLISHER.
- 11) Explain designing of functions of maths and trigonometry type formulas in MS-EXCEL.
- 12) Write in short note on:
  - (i) Header and Footer in MS-POWERPOINT.
  - (ii) Macros in MS-OUTLOOK
- 13) Explain reviewing pane in MS-WORD.

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