

**BCA-04**

June - Examination 2019

**BCA Pt. I Examination****Computer Application for Office Management****Paper - BCA-04****Time : 3 Hours ]****[ Max. Marks :- 70**

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

**Section - A****7 × 2 = 14**

(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 up to 30 words. Each question carries 2 marks.

- 1) (i) What do you mean by Mail Merge in MS-Word?
- (ii) What is use of Pivot Table in MS-Excel?
- (iii) Define consolidate in MS-Excel.
- (iv) What is use of data validation in MS-Excel?
- (v) What do you understand by transition scheme in MS-Power point?
- (vi) What is the work of labels MS-Publisher?
- (vii) What is the use of Protect Document option in MS-Word?

**Section - B****4 × 7 = 28**

(Short Answer Questions)

**Note:** Answer **any four** questions. Each answer should not exceed 200 words. Each question carries 7 marks.

- 2) Discuss the Hyphenation and write about its importance also in Ms-Word.
- 3) Explain the various type of styles in MS-Excel.
- 4) Discuss various options of Presentation Views of MS-Power Point.
- 5) Describe the functionality of freeze pane in MS-Excel.
- 6) Explain the use of Watermarks in MS-Word.
- 7) Describe various types of Drop Cap in MS-word.
- 8) Describe the functionality of Data validation in MS-Excel.
- 9) Explain various options of presentation views of MS-Power Point.

**Section - C****2 × 14 = 28**

(Long Answer Questions)

**Note:** Answer **any two** questions. You have to delimit your each answer maximum up to 500 words. Each question carries 14 marks

- 10) Describe various points of Page Background in MS-Word.
- 11) Explain the work of Function Library in MS-Excel.
- 12) Explain the requirement of Proofing in MS-Excel.
- 13) Explain the working and importance of Header & Footer in MS-Word.