

BCA-04

June – Examination 2022

BCA (Part-I) Examination

Computer Application for Office
Management

Paper : BCA-04

Time : 1½ 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

4×3½=14

(Very Short Answer Type Questions)

Note :- Answer any *four* 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 3½ marks.

1. (i) Define pivot table in MS-Excel.
- (ii) What is Print Preview ?

- (iii) What do you mean by Mail Merge in MS-Word ?
- (iv) Write the use of MACROS in MS-PowerPoint.
- (v) What do you mean by Bookmark in MS-Word ?
- (vi) What are the commands of Inserting Hyperlink ?
- (vii) What is a File ? Write various extensions.
- (viii) What the use of MERGE and CENTRE command in MS-Excel ?

Section-B **4×14=56**

(Short Answer Type Questions)

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

- 2. What is e-Mail ? Explain the process of attaching a document file in e-Mail.
- 3. Explain the utility of HEADER and FOOTER in MS-Word.

- 4. Discuss indent and spacing options in MS-Word.
- 5. Explain the working of find and replace in MS-PowerPoint.
- 6. What is a Document ? How will you open, save and naming the document ?
- 7. What is a Spreadsheet ? Discuss about features of MS-Excel Spreadsheet.
- 8. Discuss various options of presentation views of MS-PowerPoint.
- 9. Explain the functionality of data validation in MS-Excel.