

H-101A-21

Roll No.

ANNUAL EXAMINATION, 2021

B.C.A. I

B.C.A. 104

Paper IV

(PC Software and Multimedia)

Time : 3 Hours]

[Maximum Marks : 80

Note : *Attempt any two parts from each unit. All questions carry equal marks.*

Unit-I

1. (a) Explain name tab of MS-word in detail.
- (b) Explain Mail-merge features of MS-Word.
- (c) How we can create the following in MS-word ? explain with steps.
 - (i) Word Art,
 - (ii) Hyper links,
 - (iii) Water mark,
 - (iv) Table.

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Unit-II

- (a) How many charts are available in MS-Excel ? Write the steps for creating charts in MS-Excel.
- (b) Explain following feature in MS-Excel with example :
 - (i) Sorting,
 - (ii) Alignment,
 - (iii) Summation,
 - (iv) Printing workbook.
- (c) Explain the filtering database using auto-filter in MS-excel with example.

Unit-III

3. (a) What is MS-powerpoint used for ? What are different ways of creating power point presentation ? Explain with steps.
- (b) Explain slide transition in detail.
- (c) Write down steps to add audio file and video in MS-powerpoint presentation.

Unit-IV

4. (a) What is database management system and explain its features.

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- (b) Write the steps of creating table through table wizard and design view.
- (c) What do you mean by query ? Explain query wizard with example.

Unit-V

5. (a) Explain the following file format in detail :

- (i) .mpeg,
- (ii) .gif,
- (iii) .jpeg,
- (iv) .mp4.

- (b) Write short note on flash.
- (c) Discuss concept of 2D/3D Animation.

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