BCA(I) — 104

2013

Time : 3 hours

Full Marks : 80

Candidates are required to give their answers in their own words as far as practicable.

The questions are of equal value.

Answer any five questions in which Q. No. 1 is compulsory.

1.   Choose the correct alternative of the following :

(a) By default, on which page the header or the footer is printed :

(i)   On first page

(ii) On alternate page

(iii) On every page

(iv) None of these

(b) "Ctrl+Right Arrow" is used to :

(i)   Moves the cursor one word right

(ii) Moves the cursor end of the line

(iii) Moves the cursor end of the document

(iv) Moves the cursor one paragraph down

(c) Which function Excel tells how many numeric entries are there ?

(i) Num

(ii) Count

(iii) Sum

(iv) Chknum

(d) The Greater than sign (>) is an example of which operator :

(i) Arithmetic

(ii) Logical

(iii) Conditional

(iv) Greater

(e) Which operator is used to filter and display rows when all (two or more) conditions are satisfied ?

(i) RANGE

(ii) IN

(iii) ALL

(iv) AND

(f) Which of the following is not a type of relationship that can be applied in Access database ?

(i) One to one

(ii) One to many

(iii) Many to many

(iv) All of these

(g) Which of the following section does not exists in a slide ?

(i) Titles

(ii) Lists

(iii) Charts

(iv) Animation

(h) Which short cut key inserts a new slide in current presentation ?

(i) Ctrl + N

(ii) Ctrl + M

(iii) Ctrl + S

(iv) All of these

2. What do you mean by MS-Word ? Explain features and advantages.

3. What is Mail Merge features in MS-Word ? How you create mail merge ? Write stepwise.

4. What do you mean by electronic spreadsheet ? Write stepwise procedure for creating, saving and closing document in Ms-Excel.

5. What is Chart ? What are the different types of charts available in MS-Excel ? Write stepwise how to create pie-chart and save the file.

6. What do you mean by Data Base Management System and Relational Data Base Management System ? Explain the advantages and disadvantages of RDBMS.

7. What is MS-Access ? Write stepwise to create a report in MS-Access.

8. Write the steps involved in creating a Power Point Presentation to perform the following tasks :

   (i) Change the master slide of a given ppt file

   (ii) Add slides from another ppt file

   (iii) Change the presentation slide layout

   (iv) Include the current date and time in the presentation

9. Write short notes on any two of the following :

   (i) Header and Footer

   (ii) Entering Data and Formula in MS-Excel

   (iii) Creating Chart Slides

   (iv) Creating a Form

   (v) Sending Message through MS-Outlook

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