

BCA / D-18

WINDOWS AND PC SOFTWARE

Paper-BCA-112

*Time allowed : 3 hours]**[Maximum marks : 80*

Note : Attempt five questions in all, selecting at least one question from each unit. Question no. 1 is compulsory. All questions carry equal marks.

1. (a) Explain Taskbar and Start Menu. 4
- (b) Explain character Map & Web Camera. 4
- (c) Border & Shading in Excel worksheet. 4
- (d) Explain creating and using Macro in worksheet. 4

Unit-I

2. Explain what is Windows operating system. Also explain its various features. 16
3. Explain what is Windows Explorer and its facilities. 16

Unit-II

4. Explain how to manage Hardware and Software on windows operating system. 16
5. Explain control panel and its components. 16

Unit-III

6. Explain the concept of workbook and worksheet with example. 16

(2)

7. Explain how to use Wizard in Excel worksheet. Also explain how to insert, remove and resize the columns and rows. 16

Unit-IV

8. Explain the concept of cell referring, absolute and relative addressing. Also explain various type of functions in a worksheet. 16
9. Explain how to create database. Also explain how to sort, filter and query a database.



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