KQ-2423

Bachelor of Computer Application
B. C. A. (Sem. I) Examination,
December-2024

PC SOFTWARE PACKAGES

PAPER - BCA - 1003T

Time allowed : **Three Hours**

Max. Marks : **70**
Min. Marks : **28**

This question paper contains two sections as under:

SECTION - A

Max. Marks-20

This section will have 10 questions, having 02 questions from each unit with no internal choice. Answer in about 20 words. All questions will have equal marks. (10×2=20)

SECTION - B

Max. Marks-50

This section will have 10 questions, having 02 questions from each unit, one question to be attempted from each unit. Words limit approximately 400-500 words. Questions may have sub divisions. All questions will have equal marks. (10×5=50)

SECTION - A

1 (i) What is DOS. What is physical structure of Disk.

(ii) Explain DOS system files.

(iii) Discuss the Start Menu and My computer in a GUI based Operating system.

(iv) Explain the installation of Hardware and Software.

(v) Describe the steps in using the Thesaurus features in MS Word ?

(vi) What is the use of Ruler in MS Word ?

(vii) Describe the steps in using Previewing and printing worksheet.

(viii) What are the steps in using and creating macros in worksheets.

(ix) What is the difference between slide Transition and Animation in MS Powerpoint ?

(x) What are slide layouts. Name any two types of slide layouts available in MS Powerpoint.

SECTION - B

UNIT - I

2 Explain the booting process of DOS. What are the key system files required for DOS to function?

OR

Explain the architecture and component of DOS. How does it manage files and memory?

UNIT - II

3 Explain the key features of GUI based operating system. Discuss the advantages and disadvantages of GUI based operating system.

OR

Explain the following :

(a) Calculator

(b) Notepad

(c) Word pad

(d) Paint

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UNIT - III

4 Explore the advance feature of MS word; Mail merge and Handling Graphics. Explain the steps to perform these features in MS Words.

OR

Discuss the various file formats supported by word processors. How to convert a word document in different format? How do they differ in terms of compatibility and usage?

UNIT - IV

5 Explain the method of creation, saving and quitting worksheet. Explain the absolute and relative addressing in worksheet.

OR

Explain working with single and multiple workbook. What are steps to previewing and printing worksheets.

UNIT - V

6 Discuss the importance of slide design and layout in powerpoint. How can effective use of themes, fonts and colours improve a presentation ?

OR

A small business wants to maintain a customer and order database using MS Access . Describe how you would design and create a relational database in Access including tables, relationship and queries to manage customer details and order records efficiently.