

Roll No.

Total Pages : 03

GSE/D-23

1122

WINDOWS & PC SOFTWARE
BCA-112

Time : Three Hours]

[Maximum Marks : 80

Note : Attempt *Five* questions in all, selecting *one* question from each Unit. Q. No. 1 is compulsory. All questions carry equal marks.

1. (a) Write difference in Copy and Move in Excel with example.
- (b) What is Desktop in windows ?
- (c) Define Cell and Range in Excel.
- (d) Discuss internet explorer.
- (e) Write a note on START Button of Windows

Unit I

2. Discuss Windows as an operating system and write its features.

3. Write about the following :

- (i) My computer
- (ii) File
- (iii) Folder
- (iv) Media player

Unit II

4. (a) In context of Windows, discuss printer installation and using scanners.
- (b) How can you create new user and assign passwords.
5. Write a note on major components of Control panel

Unit III

6. What is Cell, Cell range and Data formats in Excel ?
7. Discuss the following :
- (i) Date entry
 - (ii) Resizing column
 - (iii) Hiding column
 - (iv) Splitting column

Unit IV

8. In context of Excel, discuss :

- (i) Any four mathematical or statistical functions
- (ii) Chart wizard

9. (a) Explain the use of Macros in Excel.

(b) Discuss IF Statement and Sort operation in Excel.