

GSE/D-24**1057****WINDOWS AND 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.

1. (a) Write difference in CD and DVD.
- (b) What is Scandisk in Window and it use ?
- (c) Define Cell and Range in Excel.
- (d) Discuss installing web camera.
- (e) Write note on Media player of Windows. 20

Unit I

2. Discuss Windows as an operating system and write its hardware requirements. 15
3. Write about the following : 15
 - (a) Taskbar
 - (b) Start Menu.

Unit II

4. (a) In context of Windows, discuss accessories.
(b) How can you create new user and change passwords ?
5. Write a note on Control Panel.

Unit III

6. What are Data types in Excel. 15
7. Discuss the following : 15
- (a) Cell formatting
- (b) Different views of worksheet.

Unit IV

8. In context of Excel, discuss the following : 15
- (i) IF statement with example
- (ii) Chart wizard.
9. (a) Explain use of Macros in Excel.
- (b) Pivot table. 15