Seat No.	

B.C.A. (Faculty of Commerce) (Part - I) (Semester - II) (Revised) Examination, October - 2018
COMMERCE
Software Packages (Paper - 201)
Sub. Code: 59576

Day and Date : Tuesday, 23 - 10 - 2018   **Total Marks : 80**
Time : 10:30 a.m. to 1.30 p.m.

Instructions :
1) Attempt any 4 questions from Q1 to Q7.
2) Q8 is compulsory.

Q1) What is word processing? Explain different Components of Ms word window. **[16]**

Q2) a) Explain different mathematical and string functions used in excel. **[8]**

     b) What is chart? Explain different types charts used in Ms-Excel. **[8]**

Q3) a) Explain different presentation layouts in Ms-PowerPoint. **[8]**

     b) Write a procedure to add graphics & effects in Ms-Power Point. **[8]**

Q4) a) Explain in detail entering and editing data in Excel. **[8]**

     b) How to add audio and video effects in MS-Power Point. **[8]**

Q5) a) Explain how to sort and filter data in MS-Excel. **[8]**

     b) Explain how to create table in Ms-Word and describe how to format it. **[8]**

Q6) Explain different functions used in Ms-Excel. **[16]**

Q7) Explain in brief: **[16]**

   a) Filtering the data in MS-Excel

   b) Sorting the data

   c) Validations

   d) Subtotals

Q8) Write short notes on (any four): **[16]**

   a) Slide Show

   b) Tracking changes in MS Word

   c) Printing Documents in Ms-Word

   d) Search & Replace

   e) Error checking in MsExcel

   f) Word Art

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