SA - 472

Seat No.

# B.C.A. (Part - I) (Semester - II) Examination, April - 2018
## SOFTWARE PACKAGES (Revised) (Paper - 201)
### Sub. Code : 59576

Day and Date : Saturday, 21- 04 - 2018          **Total Marks : 80**
Time : 03.00 p.m. to 06.00 p.m.
Instructions :   1)   Attempt any 4 questions from Q.1 to Q.7.
                 2)   Q. 8 is compulsory.

*Q1)* a) What is software packages? Explain their advantages. [8]
      b) Explain various transitions used in MS-PowerPoint. [8]

*Q2)* a) What is word processing? Draw the overview window of MS-word. [8]
      b) Give the features of MS-word. [8]

*Q3)* a) Explain the formatting toolbars in MS-word. [8]
      b) Write a procedure to add graphics & effects in MS-PowerPoint. [8]

*Q4)* a) What is table in MS-word? Write procedure to generate table of 8 rows and 6 columns. [8]
      b) Write a procedure to add multimedia in any presentation. [8]

*Q5)* a) What is the use of MS-PowerPoint in any organization. [8]
      b) Explain mathematical & string functions used in excel. [8]

*Q6)* What is chart? Discuss the types of charts. [16]

*Q7)* a) How to format any document file? [8]
      b) Explain how to create any presentation in MS-PowerPoint. [8]

*Q8)* Write short notes on : (Any 4) [16]
      a) Header & footer.
      b) Slide layout & Slide show.
      c) Macro.
      d) Spell check.
      e) Validation in excel.

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