

BACHELOR OF COMPUTER APPLICATION

First Semester

Name of the Paper: PC Packages

Paper Code: BCA-04

Duration: 3Hrs.

Full Marks: 70

(PART-B: Descriptive)

Duration: 2 hrs. 40 mins.

Marks: 50

1. Answer any five from the following:

2×5=10

- a) Which option in File pull-down menu is used to close a file in MSWord?
- b) Which is the latest version of Microsoft Word?
- c) Which bar is usually located below that Title Bar that provides categorized options?
- d) Which key should be pressed to start a new paragraph in MSWord?
- e) True or false: BOLD is not a font style.
- f) Write the steps for replacing a word in a text file.
- g) Write the key board short cut for opening the task manager and creating a slide show.

2. Answer any five from the following:

3×5=15

- a) Write the steps for creating a table in MSword.
- b) Write the difference between word art and clip art.
- c) Write the steps for Inserting an equation in MS excel
- d) Write the steps for Inserting page number in word file

- e) Write the steps for Inserting a picture of your screen in your text file.
- f) What do you mean by the term “print preview”?
- g) Gives few examples of bullets used in MSoffice

3. Answer any five of the following:

5×5=25

- a) Give some features of MS office.
- b) Explain the difference between MS word and MS powerpoint
- c) Why do we use MS Excel?
- d) How do we create graphs using MS excel?
- e) What do we mean by custom animation?
- f) What do we mean by the term Header and footer? How do we insert it?
- g) Why do we use Mail Merge? Write the steps for Mail merge.

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Duration: 20 minutes

Marks – 20

Choose the correct alternatives by tick mark:

1 × 20 = 20

1. Which of the following is not valid version of MS Office?

- A) Office XP B) Office Vista C) Office 2007 D) None of these

2. You cannot close MS Word application by

- A) Choosing File menu then Exit submenu
B) Press Alt+F4
C) Click X button on title bar
D) From File menu choose Close submenu

3. The key F12 opens a

- A) Save As dialog box B) Open dialog box
C) Save dialog box D) Close dialog box

4. What is the short cut key to open the Open dialog box?

- A) F12 B) Shift F12 C) Alt + F12 D) Ctrl + F12

5. A feature of MS Word that saves the document automatically after certain interval is available on

- A) Save tab on Options dialog box B) Save As dialog box
C) Both of above D) None of above

6. How many ways you can save a document?

- A) 3 B) 4 C) 5 D) 6

7. Background color or effects applied on a document is not visible in

- A) Web layout view B) Print Layout view C) Reading View D) Print Preview

8. What is a portion of a document in which you set certain page formatting options?

- A) Page B) Document C) Section D) Page Setup

9. Borders can be applied to

- A) Cells B) Paragraph C) Text D) All of above

10. Which of the following is not a type of page margin?

- A) Left B) Right C) Center D) Top

11. Which of the following companies developed MS Office 2000?

- A) Microsoft B) Novell C) Corel D) Lotus

12. Which of the following is not a part of a standard office suite?

- A) Word Processor B) Data base C) Image Editor D) File Manager

13. Which of the following is the Word Processor in MS Office?

- A) Word Star B) Word Pad C) Word D) Word Perfect

14. MS Word allows creation of ___ type of documents by default?

- A) .DOC B) .WPF C) .TXT D) .DOT

15. Which of the following is not a special program in MS Office?

- A) Office Art B) Clip Art C) Word Art D) Paint Art

16. Outlook Express is a _____

- A) E-Mail Client B) Scheduler C) Address Book D) All of the above

17. _____ is an animated character that gives help in MSOffice?

- A) Office Worker B) Comic Assistant C) Office Assistant D) None of these

18. MS Office provides help in many ways. Which of these are more closer to the answer?

- A) What's This B) Office Assistant C) Help Menu D) All of the above

19. Which input device cannot be used to work in MSOffice?

- A) Scanner B) Light Pen C) Mouse D) Joy Stick

20. Which menu in MSWord can be used to change page size & typeface?

- A) View B) Tools C) Format D) Data
