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**B.C.A. (Part - I) (Semester - II) (Commerce Faculty) Examination,
October - 2015**

SOFTWARE PACKAGES (Paper - 201)

Sub. Code : 59576

Total Marks : 80

Day and Date : Monday, 26 - 10 - 2015

Time : 11.00 a.m. to 02.00 p.m.

Instructions : 1) Attempt any five questions.

2) Each question carries 16 marks.

3) Figures to the right indicate full marks.

Q1) Define MS - Office? Explain the different features of MS - Office. [16]

Q2) a) Explain "How to format the document in MS - Word?" [8]

b) Explain "How MS - PowerPoint is useful for any organization?" [8]

Q3) a) Explain in brief : [8]

i) Filtering the data in MS - Excel.

ii) Inserting the formulas.

b) Describe the steps for following operations in MS - PowerPoint. [8]

i) Creating a new presentation

ii) Opening an existing presentation

iii) Saving presentation

iv) Closing Presentation

Q4) a) What is word processing? Explain the important features of MS - Word. [8]

b) Write down the required steps for performing following operations in MS - Excel. [8]

- i) Inserting and deleting data in cell
- ii) Inserting and deleting rows
- iii) Inserting and deleting columns
- iv) Inserting and deleting sheets

Q5) a) How to create table in MS - Word? [8]

b) How to add audio and video in MS - PowerPoint? [8]

Q6) What do you mean by MS - Excel? Explain in brief the elements of MS - Excel Window. [16]

Q7) a) Write in detail procedure to create mail merge in MS - Word. [8]

b) Explain different functions used in MS - Excel. [8]

Q8) Write a short note on (Any Four) : [16]

- a) Track Changes in MS - Word.
- b) Printing document in MS - Word.
- c) Formatting Charts in MS - Excel.
- d) Setting formula in MS - Excel.
- e) Slide Show.
- f) Arranging Objects on Slide.



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B.C.A.(Commerce Faculty)(Part -I) (Semester -II)(Revised)
Examination, November - 2016
SOFTWARE PACKAGES(Paper-201)
Sub. Code: 59576

Day and Date : Friday, 11 - 11 - 2016

Total Marks :80

Time :10.30 a.m. to 1.30 p.m.

Instructions :

- 1) Attempt any five questions.
- 2) Each question carries 16 marks.
- 3) Figures to the right indicate full marks.

Q1) What is software Packages? Explain types of Software Packages. [16]

Q2) Define MS-Word. Explain in brief the elements of MS- Word window. [16]

Q3) a) Explain how to set up the page layout in MS-Word. [8]

b) What is chart? Explain various types of charts used in MS-Excel. [8]

Q4) a) Explain the steps to insert header, footer and graphs on slides in MS-PowerPoint. [8]

b) How to sort and filter the data in MS-Excel? [8]

Q5) a) Explain different features of Ms-Excel. [8]

b) How to add graphics in MS-PowerPoint? [8]

Q6) a) Explain how to create table in MS-Word and describe how to format it? [8]

b) Write a brief note on computation of data in MS-Excel. [8]

Q7) a) Explain various slide layouts used in MS-PowerPoint.

b) Explain various animation and transition effects in the MS-PowerPoint. [8]

Q8) Write a short note on (Any Four). [16]

a) Clip Arts

b) Word Art

c) Mathematical Functions

d) Presentation Styles in MS-PowerPoint

e) Cell Formatting

f) Arranging objects on slide



[8] Explain the various slide layouts used in MS-PowerPoint. (a)

[8] Explain the various animation and transition effects in the MS-PowerPoint. (b)

[8] Write a short note on any four of the following: (a) Clip Arts, (b) Word Art, (c) Mathematical Functions, (d) Presentation Styles in MS-PowerPoint.

[8] Write a short note on any four of the following: (a) Cell Formatting, (b) Arranging objects on slide, (c) Clip Arts, (d) Word Art.

[8] Explain the various slide layouts used in MS-PowerPoint. (a)

[8] Explain the various animation and transition effects in the MS-PowerPoint. (b)

[8] Write a short note on any four of the following: (a) Clip Arts, (b) Word Art, (c) Mathematical Functions, (d) Presentation Styles in MS-PowerPoint.

[8] Write a short note on any four of the following: (a) Cell Formatting, (b) Arranging objects on slide, (c) Clip Arts, (d) Word Art.

[8] Explain the various slide layouts used in MS-PowerPoint. (a)

[8] Explain the various animation and transition effects in the MS-PowerPoint. (b)

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B.C.A. (Part - I) (Semester - II) (Revised) Examination, April - 2014
SOFTWARE PACKAGE : MS-OFFICE (Paper - 201) (New)
Sub. Code : 59576

Day and Date : **Tuesday, 22 - 04 - 2014**

Total Marks : 80

Time : **3.00 p.m. to 6.00 p.m.**

Instructions : 1) Attempt any 4 questions from Q. 1 to Q. 7.
2) Q. 8 is compulsory.

Q1) a) What are the types of software packages. [8]
b) Give the features of MS-Office. [8]

Q2) Describe in detail the components of MS-Office. [16]

Q3) Explain standard and formatting toolbars with icons of Excel. [16]

Q4) a) What is spreadsheet? Explain the applications of spreadsheet? [8]
b) Give the steps for creating mail - merge. [8]

Q5) a) Explain different tools in words. [8]
b) Explain mathematical & date-time functions used in excel. [8]

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

Q7) a) Explain insert tab in excel. [8]
b) Explain how to create any presentation in MS-PowerPoint. [8]

Q8) Write short notes on : (any 4) [16]
a) Track changes in word
b) Security option in word
c) Consolidation
d) Help option
e) Why Validation is necessary in Excel

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B.C.A. (Faculty of Commerce) (Part - I) (Semester - II)
Examination, April - 2017

SOFTWARE PACKAGES (Paper - 201)
Sub. Code : 59576

Day and Date : Tuesday, 18-04-2017

Total Marks : 80

Time : 3.00 p.m. to 6.00 p.m.

Instructions : 1) Attempt any 4 questions from Q.1 to Q.7.
2) Q.8 is Compulsory.

Q1) a) Explain the formatting toolbars in MS-word. [8]
b) Write a procedure to add graphics & effects in MS-PowerPoint. [8]

Q2) a) Explain software packages in detail. [8]
b) Give the features of MS-PowerPoint. [8]

Q3) a) Explain how MS-PowerPoint is useful for any organization? [8]
b) What is mail-merge? [8]

Q4) a) Explain entering and editing data in MS-Excel. [8]
b) What is chart? Explain any one chart with diagram. [8]

Q5) a) What is animation? Give its use in MS-PowerPoint. [8]
b) What is word processing? Explain the overview window of MS-Word. [8]

Q6) a) Give the procedure for printing any word file. [8]
b) Write steps to create a presentation in MS-PowerPoint. [8]

Q7) a) Explain in detail entering and editing data in excel.

[8]

- b) How to add audio & video effects in MS-PowerPoint.

[8]

Q8) Write short notes on (Any 4):

[16]

a) Charts in MS-Excel.

b) **Search & replace.**

c) Error checking in MS-Excel.

d) Consolidation in Excel.

e) Arranging objects in MS-PowerPoint.

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B.C.A.(Faculty of Commerce)(Part -I)(Semester -II)
(Revised) Examination, April - 2016
201:SOFTWARE PACKAGES
Sub. Code: 59576

Day and Date : Wednesday, 20 - 04 - 2016 **Total Marks :80**
Time :3.00 p.m. to 6.00 p.m.

Instructions :

- 1) Attempt any five questions.
- 2) Each question carries equal marks.
- 3) Figures to the right indicate full marks.

Q1) What is MS - Office? Explain different components of MS - Office. [16]

Q2) a) What is merging? How to create mail merge in MS - Word? [8]
b) What is cell? Explain cell formatting in MS - Excel. [8]

Q3) What is MS-PowerPoint? Explain in brief the elements of MS-PowerPoint Window? [16]

Q4) a) Explain in brief various types of effects in MS - PowerPoint. [8]
b) Explain Mathematical and string functions used in MS- Excel. [8]

Q5) a) Explain different applications of MS-Word. [8]
b) What is chart? Explain different types of charts used in MS-Excel. [8]

Q6) a) Give the procedure for printing any word file in detail. [8]
b) What is spreadsheet? Explain the applications of spreadsheet. [8]

Q7) a) Explain different slide layouts in MS - Power point. [8]

b) How to insert various objects in MS-Word document? [8]

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

a) Word completion in MS-Word.

b) Spell check in MS-Word.

c) Formula Auditing in MS-Excel.

d) Data and time functions in MS-Excel

e) Adding Header and footer

f) Printing Handouts in MS-PowerPoint

Explains the various slide layouts in MS - Power point. (a) (Q)

Explains the spell check facility in MS - Word. (b) (Q)

Explains the formula auditing facility in MS - Excel. (c) (Q)

Explains the data and time functions in MS - Excel. (d) (Q)

Explains the header and footer facility in MS - Word. (e) (Q)

Explains the handouts printing facility in MS - PowerPoint. (f) (Q)

Explains different slide orientations in MS - Word. (a) (Q)

Explains the chart facility in MS - Excel. (b) (Q)

Give the procedure for printing the word file in detail. (c) (Q)

Word is the application for document processing. Explain the application of document processing. (d) (Q)