

- c) Using table in HTML
- d) Adding formatted list in HTML

Q.5 If you need to create an animation of moving car with sound, specify the steps and tools required.

OR

Write short notes on :

- a) Convert point tool
- b) Use of lasso tool.

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Code No. : B-406(B)

Annual Examination - 2017

BCA-I

BCA-104

**INTRODUCTION TO PC SOFTWARE AND
INTERNET APPLICATIONS**

Max.Marks : 100

Time : 3 Hrs.

Min. Marks : 40

Note :Section 'A' is objective type, containing 10 questions, is compulsory. Section 'B' consists of short answer type questions and Section 'C' consists of long answer type questions. Section 'A' has to be solved first.

Section-'A'

Very short answer type questions. Answer in one or two lines. (2x10=20)

- Q.1 file starts MS Word software.
- Q.2 The is a special toolbar that displays a series of names, each of which represents a list of commands that can be used to perform tasks.
- Q.3 function displays row data in a column or column data in a row?
- Q.4 Each excel file is called a workbook as
- Q.5 controls all the main slide control tasks for your presentation.
- Q.6 A enables you to view data from a table based on a specific criterion.
- Q.7 Apart from tag, what other tag makes text bold?
- Q.8 tag is used to display a picture in a HTML page.
- Q.9 are the basic geometric transformations.

P.T.O.

Q.10 is the most used tool for photo editing.

Section-'B'

**Short answer type questions with word limit 150-200
(6x5=30)**

Q.1 Write the step for removing large blocks of text, adding text to a specific file in MS Word.

OR

Write short notes on :

- Steps for changing the style of text in MS Word.
- Inserting clipart with sound effect.

Q.2 Write the formulas with example for adding a set of values in different ways.

OR

Write the steps with example for demonstration fo Pie charts.

Q.3 What is MS-Access? How data stored in MS-Access? Explain different data types used in MS-Access.

OR

Write the steps to insert image and sound in slide show with timing.

Q.4 What is WWW, how does it works? How to publish information on the web?

OR

Write the steps for

- Changing text appearance in HTML.
- Creating hypertext links.

Q.5 Explain 5 tools for animation creation.

OR

Explain photoshop and step by step procedure for editing the background of picture.

Section-'C'

**Long answer type questions with word limit 300-350
(10x5=50)**

Q.1 What is mail-merge? Explain the steps of mail-merge with sample example.

OR

Write short notes on :

- Steps for spelling and grammar checking.
- Steps for printing a document.

Q.2 What is MS-Excel? Where it will be used? How to protect your file?

OR

Write short notes on :

- Absolute cell reference.
- Basic functions (any five) used in Excel.
- Hyper link in Excel file.
- Use of Barchart.

Q.3 What is the use of MS-Power Point? Explain custom animation and slide transition.

OR

Write short notes on :

- Steps for inserting graphics in MS-Power Point.
- Creating table in MS-Access.
- Steps for running the slide show in MS-Access
- Setting page layout in MS-Power Point.

Q.4 Explain the features of forntpage 2000.

OR

Write short notes on :

- Paragraph Tag in HTML
- Line Break tag in HTML