



FD-2854

BCA (Part-I) Examination, 2022

Paper - IV

PC Software and Multimedia

Time : Three Hours] [Maximum Marks : 80

[Minimum Pass Marks : 27

Note : Answer any **two** parts from each question. All questions carry equal marks.

Unit-I

1. (a) Describe all the chief elements of MS Word window.
- (b) Elaborate the steps for saving a file in MS Word.
- (c) How can you check spelling in MS Word? What are the various options available to correct the wrong spelling?

(2)

Unit-II

2. (a) Write short notes on the following :
 - (i) Spreadsheet
 - (ii) Work book
 - (iii) Row, column, cell
 - (iv) Title bar
- (b) What do you mean by function? Describe the basic features of functions in MS Excel. Write the functions for displaying date.
- (c) What is a Chart? How many types of charts in Excel there are on the basis of its appearance?

Unit-III

3. (a) What are the ways to view and edit your presentation? Describe each one of them briefly.
- (b) Describe the ways to design slide shows in MS PowerPoint.
- (c) Describe the process of adding and deleting a slide in PowerPoint presentation.

(3)

Unit-IV

4. (a) Explain the features of DBMS.
- (b) Explain the different data types used in MS Access.
- (c) Write short notes on the following :
- (i) Relationships
 - (ii) Pivot table
 - (iii) Fields
 - (iv) Datasheet view

Unit-V

5. (a) Describe the steps for creating layers motion tweening.
- (b) What is the principle of animation? Explain the concept of 2D/3D animation.
- (c) How to import sound through flash? Explain with example.
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