No. of Printed Pages : 3   Roll No. ....

(SET–A)

DD-2856

B.C.A. (Part-I)

EXAMINATION, 2021

INTRODUCTION OF PC SOFTWARE AND
INTERNET APPLICATION

(Old Course)

Paper Sixth

Time : Three Hours   Maximum Marks : 100

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

Unit-1

1. (a) Write down the advantages of word processing and also write the steps for text formatting in MS-Word.

   (b) What is Macro ? How can we create and run Macro ? Explain with example. (In MS-Word)

   (c) Explain Edit Menu & Paragraph Menu in MS-Word.

100   **[P.T.O.]**

Unit-2

2. (a) Write the steps to create graph in MS-Excel & also explain the types of graphs.

   (b) Explain the following in details :

   (i) Formatting paragraph, in MS-Excel

   (ii) Filtering database, in MS-Excel.

   (c) What is the use of Goal seex ? Explain with example. (In MS-Excel)

Unit-3

3. (a) What is Powerpoint ? What are the features and use of MS-Power Point ?

   (b) What is slide layout ? Explain with an example.

   (c) Write down the steps for creating table in MS-Excel.

Unit-4

4. (a) What is Tag ? Explain how many types of tags in HTML? (with example)

   (b) Write down the step for preparing webpages using HTML Editor, (with example).

   (c) Explain Internal & External linking & IMG element of HTML with example.

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Unit-5

5. (a) List the Hardware and Software resources requirement for Animation.

(b) Write short notes on following :

(i) Photoshop workspace

(ii) Concept of 2D/3D Animation.

(c) What are the principles and use of animation in Multimedia ?