BCS GOVT PG COLLEGE DHAMTARI

Assignment - 2019-20

B.C.A. - I Year

PC Software and Multimedia

Date – 28-09-2020   Max Marks- 80

All questions carry equal marks.

Qu.1 Explain Mail-merge feature of MS-Word.

Qu.2 Write the procedure of creating Graph and Chart in MS-excel.

Qu.3 Describe the process of slide transition in MS-Powerpoint.

Qu.4 What is Database? How to create table in MS-Access.

Qu.5 Explain the various file formats.