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**B.C.A.(Part-I) Examination, 2022**

**(New Course)**

**PC SOFTWARE AND MULTIMEDIA**

**(BCA-104)**

*Time : Three Hours]*

*[Maximum Marks : 80*

*[Minimum Pass Marks : 27*

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

**Unit - 1**

1. (a) What do you understand by word processing?  
Explain the features and uses of MS- word.
- (b) What do you understand by document formatting in MS word? Explain by giving example.
- (c) Explain mail merge in MS-word documents.

**Unit - II**

2. (a) Explain any five statistical and mathematical functions available in MS Excel with example.
- (b) What is graph ( chart)? How many types of graph are there in MS-Excel? Write the steps for creating graph.
- (c) Explain inserting, removing and resizing of columns and rows in MS Excel.

**Unit - III**

3. (a) Define MS power point. Discuss the advantage of power point.
- (b) Explain the types of slides used in power point and its advantage.
- (c) Write short notes on :-
  - (i) Animations Tab
  - (ii) Hyperlink and action
  - (iii) Slide show and view

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#### **Unit - IV**

4. (a) Explain the features and advantages of DBMS.
- (b) What is database ? Explain data types in MS access.
- (c) Write the short notes on :-
  - (a) Excel sheet
  - (b) External Data Tab
  - (c) Datasheet Tab

#### **Unit - V**

5. (a) Define multimedia. Explain advantages and application of multimedia.
- (b) What is Animation? Explain different resource requirement and uses for animation.
- (c) Explain in detail about the new technology used in animation graphics.