



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 ?

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.

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 tweeing.
- (b) What is the principle of animation ?
Explain the concept of 2D/3D animation.
- (c) How to import sound through flash ?
Explain with example.
- _____