

Roll No.....

Total No. of Units : 05

Total No. of Printed Pages : 03

Code No. : BC-01/128

Semester Examination Nov.-Dec. 2024-25

B.C.A. First Semester ATKT (Old Course)

Paper - III

PC SOFTWARE AND MULTIMEDIA

Time : 3 Hrs.

Max.Marks : 80

Minimum Passing Marks : 32

- Part A and B of each unit are very short answer type questions which are to be answered in one or two sentences [Total Marks 4].
- Question Part C of each unit are short answer type questions, word limit 100-150 [Marks 5].
- Question Part D of each unit are long answer type questions, word limit 300-350 [Marks 7].

Unit - I

- Q.1 A What is format painter in ms-word? (2)
- Q.1 B How to check grammar in ms-word? (2)
- Q.1 C How to setup the page? Explain and also explain the different option init. (5)

OR

Explain paragraph and indent and spacing in word document.

- Q.1 D Explain following in Review tab- (7)
- (1) Spelling and grammar check (2) Protect document
- (3) New comment (4) Track changes

OR

What is mail merge? Explain with example.

P.T.O.

(2)

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Unit - II

Q.2 A What is use of ms-excel worksheet? (2)

Q.2 B Explain conditional formatting in ms-excel? (2)

Q.2 C Explain following to how to insert in document (5)

(1) Header (2) Footer

(3) Word art (4) Signature line

OR

Explain how to create new sheet. Saving a sheet and printing document?

Q.2 D Explain about formula tab? and their Autosum, logical and trigonometric formulas. (7)

OR

Explain How to get data from ms-access in ms-excel and also explain the sort and filter option?

Unit - III

Q.3 A What is smart art in ms-power point? (2)

Q.3 B What is Hyperlink? Explain. (2)

Q.3 C How to insert video and Audio in ms-power point document? (5)

OR

Explain About Themes in power point and also explain changing color, fonts and effects?

Q.3 D What is macros? Explain with example and how to record macros? Explain. (7)

OR

In slide show Tab explain the following-

(1) Setup slide show (2) Hide Slide

(3) Rehearse timings (4) Record Slide Show

(3)

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Unit - IV

Q.4 A What is Back end of application? (2)

Q.4 B What is DBMS? Explain in short. (2)

Q.4 C How to create blank databases document and How to save it in accds formate? Explain in detail. (5)

OR

How to create table in MS-access? Explain all steps?

Q.4 D What is data type? Explain any four data type in MS-access. (7)

OR

How to create database and database tables in mysql server? Explain in detail.

Unit - V

Q.5 A What is principle of Animation? (2)

Q.5 B Write down applications of multimedia. (2)

Q.5 C What is layer in multimedia tool? How different layers are added in this tool? (5)

OR

Describe hardware and software requirement for Animation.

Q.5 D How to importing sound in Flash? Explain. (7)

OR

Explain different file formate in multimedia tool?

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