J-266

B.C.A. (Part-I) Examination, 2021

INTRODUCTION TO PC SOFTWARE
& INTERNET APPLICATIONS

Time Allowed : Three Hours

Maximum Marks : 100

Minimum Pass Marks : 40

Note : Attempt all the five questions. One question from each unit is compulsory. All questions carry equal marks.

UNIT-I

Q. 1. What is meant by mail merge? Describe the procedure of mail merge in MS-Word.   **20**

OR

Explain the following :

(a) Page setting

(b) Working with tables

(2)

UNIT-II

Q. 2. What is meant by Chart? Describe chart feature of MS-Excel with types and importance.   **20**

OR

What is meant by Functions? Describe any five mathematical functions of MS-Excel with example.

UNIT-III

Q. 3. What is Slide Transition? Explain in detail.   **20**

OR

What is DBMS? Explain data types and procedure to create table in MS-Access.

UNIT-IV

Q. 4. What is HTML? Describe the elements of HTML document in detail.   **20**

OR

Explain the following :

(a) Basic HTML Tags

(b) Hyperlinks

UNIT-V

Q. 5. What is Animation? Explain the basic concept of 2D/3D Animation. **20**

OR

Explain the following :

(a)   Transformation

(b)   Image adjustment through Photoshop

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