

J-244**B. C. A. (First Semester) Examination, Nov.-Dec. 2016****(New Course : 2012-13)/(2010-11)****(For Regular/ATKT/Ex-Students)****PC PACKAGES***Time Allowed : Three hours**Maximum Marks : 50**Note : Attempt all the five questions. All questions carry equal marks.***1. Describe any two of the followings :**

- (i) Features of Windows
- (ii) Creating Users

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- (iii) Setting common devices using Control Panel
- (iv) Accessories of windows

2. What do you mean by word processor? Write about the formatting features available in MS-Word.**Or****What do you mean by Wizards and Templates? Write the steps for creating your Resume using Resume Wizard.****3. Write about the mail-merge option available in MS-Word, also explain its steps and advantages of using.****Or****Write short notes on the following :**

- (i) Header and Footer
- (ii) Creating Tables in MS-Word

4. Describe the toolbars and menus of MS-Excel.**Or****What do you mean by function in MS-Excel? Explain various function available in MS-Excel.****J-244**

5. Describe any **two** of the followings :

- (i) Slide transition
- (ii) Action button
- (iii) Custom animation
- (iv) Different view of Power Point