

GSE/D-21

1191

WINDOWS & PC SOFTWARE

Paper-BCA-112

Time : Three Hours]

[Maximum Marks : 80

Note : Attempt *five* questions in all, selecting *one* question from each Unit. Question No. 1 is compulsory. All questions carry equal marks.

Compulsory Question

1. (a) Explain the purpose of Control Panel. (2)
- (b) What is the purpose of Disk Cleanup? (2)
- (c) What is the default alignment of cells in Excel? (2)
- (d) State various types of Charts. (2)

UNIT-I

2. Describe various views of Windows Explorer. (8)
3. Explain Windows Accessories. (8)

UNIT-II

4. (a) Explain the steps to search a Website using Web Browser. (4)

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(b) What are the System Tools in detail. (4)

5. Write the steps to share a Network Drive or Folder. (8)

UNIT-III

6. Explain various steps to split data into multiple Columns in Excel. (8)

7. Distinguish between Workbook and Worksheet. (8)

UNIT-IV

8. Explain various steps to change the Chart Types. Chart Layout and Chart Style. (8)

9. What is the Data Table? Explain the steps to create the one variable and two variable data table by giving suitable example. (8)
