Total Pages : 4

KN-266

BCA (Part-I) Examination, 2022

INTRODUCTION TO PC SOFTWARE AND INTERNET APPLICATION

Time Allowed : Three Hours

Maximum Marks : 100

Minimum Passing Marks : 33

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

UNIT-I

1. What is meant by formatting ? Explain Text formatting options of MS-Word in detail. [20]

OR

Describe Paragraph Formatting of MS-Word in detail.[20]

UNIT-II

2. What is meant by sorting ? Explain sorting features of MS-Excel with example. [20]

OR

Explain the following : [20]

(a) Filtering Database

(b) Formula and function

UNIT-III

3. What is Database ? Explain Relationship and manipulating records in MS-Access. [20]

OR

Explain the following : [20]

(a) Working with sound and movie

(b) Animating objects

UNIT-IV

4. Explain the concept of website, web page and home page. Also explain the use of Internal and external link.[20]

OR

Explain the following : [20]

(a) Features of Front page

(b) HTML Tags

UNIT-V

5. What is Photoshop ? Describe any five tools of toolbox in detail. [20]

OR

Explain the following : [20]

(a) Steps for creating generic animation

(b) Motion tweening and shape tweening

----x----