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## ED-2854

### B.C.A. (Part-I) EXAMINATION, 2021

#### PC SOFTWARE AND MULTIMEDIA

#### Paper Fourth

Time : Three hours

Maximum Marks : 80

Note : Attempt any two parts from each question. All questions carry equal marks.

#### Unit-1

- 1.(a) Explain find and replace options in MS-Word. Also describe paragraph setting.
- (b) How to create envelopes and labels ? Explain with example.
- (c) Explain the following :
  - (1) Table creation
  - (2) Printing document.

#### Unit-2

- 2.(a) Explain header and footer with example. Also explain printing of workbook.
- (b) Explain logical functions with example.

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- (c) Explain various options of 'review tab' in MS-Excel.

#### Unit-3

- 3.(a) Explain Insert tab in power point.
- (b) Describe slide transition with example.
- (c) Write short notes on :
  - (1) Slide orientation,
  - (2) Smart art and clipart.

#### Unit-4

- 4.(a) What do you mean by front end and back end ? Explain with suitable example.
- (b) Explain pivot chart view and pivot table view with example.
- (c) Explain relationship in database.

#### Unit-5

- 5.(a) How to import sound through flash ? Explain with example.
- (b) What is animation ? Explain 2D and 3D animations with example.
- (c) Explain the following :
  - (1) Shape tweeing.
  - (2) jpeg and tif format.