

# ANNUAL EXAMINATION 2020

**(Only for Regular Students)**

**Centre No. 135**

**Centre Name- Disha College, Raipur (C.G.)**

**Class-BCA-I**

**Subject-PC software and Multimedia**

**Paper No- BCA 104**

**Paper Name- PC software and Multimedia**

**Time- 3 hrs.**

**Max.-80**

**Min-27**

**Note:** Attempt any two parts from Each Unit. All Questions carry Equal Marks.

## Unit-1

1. (a) Write down steps for creating table in MS-Word
- (b) Explain the purpose of the following with appropriate example:  
(i) Macro (ii) Header & Footer
- (c) Explain Mail-Merge feature of MS-Word with Suitable example.
- (d) What are the various functions of page set up?

## Unit-2

2. (a) Differentiate Between Absolute and Relative cell addressing.
- (b) Explain the following category and any five functions with syntax:  
(i) Logical Function (ii) Statical function
- (c) What is Chart? Write down steps for creating chart in excel.
- (d) Write down steps for implementing Data Validation in excel.

## Unit-3

3. (a) Create five slides on celebration of Republic Day of your college and perform the Following: (i) Give header and footer (ii) Give Background Color
- (b) Explain the slide show feature of power point. Also explain slide set up using rehearse timing.
- (c) How the graphics, sound and movie are inserted in PowerPoint slide? Explain.
- (d) What do you understand by Custom Animation and Slide Transition in PowerPoint?

## Unit-4

4. (a) What is Database? How can you create table in MS-Access.
- (b) Write down steps for Designing form in MS-Access.
- (c) Write Short notes on the following.  
(i) Pivot table (ii) Report Generation
- (d) What is the use of Relationship in MS-Access?

## Unit-5

5. (a) Write short notes on the following :(i) MP4 and .flv (ii) Flash Animation
- (b) What is Multimedia? Explain steps for creating a flash animation using motion tweens.
- (c) Differentiate between 2D and 3D animation.
- (d) Write down Any five Principles of Animation.

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