

Term and Assignment 2020

Class :- BCA 1st year

Subject :- PC software and Multimedia

Max 80.

Min 27

Note :- Attempt any two Question from each unit. Each question carries equal marks

UNIT 1

1. Write down any 8 feature of MS word.
2. What is a macro explain it with steps.
3. Explain following terms
 - I. Find and replace
 - II. Page break
 - III. Format painter
 - IV. Cut copy paste

UNIT 2

1. What is a chart in MS Excel? Explain different type of chart.
2. What is the data validation in MS Excel? Explain it with steps.
3. Explain following terms
 - I. Sum , Mod, Average, Fact
 - II. Cell reference

UNIT 3

1. What is a slideshow feature of MS PowerPoint? Explain it with example.
2. What do you understand by custom animation and slide transition.
3. Write down steps to insert hyperlink and action in slide.

UNIT 4

1. What is a database management system explain its feature.
2. What is a query wizard explain it with steps.
3. What is a pivot table and chart explain it with steps.

UNIT 5

1. What is a multimedia and explain different types of media.
2. Differentiate between 2D and 3D animation.
3. Explain following terms.
 - I. JPG, gif image format
 - II. Motion tweening.