



Model Paper-I

Exam- 2016

BCA I

Paper- Office Management Tools

Time: 3 Hrs.

MM:100

I) Very Short Answer Questions

2*10=20

Q:1 What is Form?

Q:2 What are views in Ms.Access?

Q:3 What is use of COUNT function?

Q:4 What is difference between COUNT and COUNTIF?

Q:5 What is Input Mask?

Q:6 What is Hyperlink?

Q:7 What is Word Art?

Q:8 What is Header and Footer?

Q:9 What is Word Wrap?

Q:10 What is Format Painter?

Short Answer Questions (each carrying 4 marks)

4*5=20

Q:1 What is Goal-Seek? Explain with Example?

Q:2 Write steps to create link using action Button in Slide?

Q:3 What is steps to insert clipart?

Q:4 How to create Report in MS-ACCESS?

Q:5 What is Bar Chart and Pie Chart? Write steps to insert these charts?

II) Long Answer Questions

12*5=60

Q:1 what is use of formula Bar? Explain any 7 functions in ACCESS?

Q:2 Explain File System?

Q:3 Explain characteristics of Operating System ?

Q:4 What is Slide Master? How can you create it?

Q:5 What is thesaurus? Write steps to perform it ?



Model Paper-II

Exam- 2016

BCA I

Paper- Office Management Tools

Time: 3 Hrs.

MM:100

I) Very Short Answer Questions

2*10=20

Q:1 What is Operating System?

Q:2 What is Table?

Q:3 What is Database?

Q:4 Define NTFS?

Q:5 What is FAT File System?

Q:6 What is extension of a MS-Access file?

Q:7 What is Report?

Q:8 What is Mail-merge?

Q:9 What is difference between CUI and GUI?

Q:10 What is Watermark?

Short Answer Questions (each carrying 4 marks)

4*5=20

Q:1 Explain NTFS and FAT File System?

Q:2 How can you create Table in Ms-Word documents?

Q:3 What is DOS? Explain its any 5 Commands?

Q:4 How to create Database and Table in MS-ACCESS?

Q:5 What is Macro? How can you create macro ?

II) Long Answer Questions

12*5=60

Q:1 what are Operating System? Explain its Types?

Q:2 Explain Internal and External Commands?

Q:3 What is Mail-Merge? write steps for it ?

Q:4 What is Primary Key? Write difference between Primary key and Foreign key?

Q:5 Explain System File?