



PRESIDENCY COLLEGE

(AUTONOMOUS)

AFFILIATED TO BENGALURU CITY UNIVERSITY, APPROVED BY AICTE, DELHI & RECOGNISED BY THE GOVT. OF KARNATAKA
RE-ACCREDITED BY NAAC WITH 'A+' GRADE

21C206.1S

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END TERM EXAMINATION DECEMBER 2022
BCA - I SEMESTER
GC206.1S: DATA PROCESSING AND ANALYTICS

Max Marks: 30

Duration: 1 1/2 Hours

Instruction: Answers should be written in *English only*.

PART-A

Answer **any FIVE** questions. **Each** question carries **TWO** marks.

(5 X 2 = 10)

1. What is Word Processor?
2. Write the shortcut keys for the following:
 - a) Cut
 - b) Copy
 - c) Save
 - d) Print
3. What is Word Wrap? Give an example.
4. a) Spreadsheet is also known as
- b) Data and formula can be entered inBar.
5. Define Transpose in Excel with example.
6. Which shortcut keys are used to Start and Exit from the Slideshow?
7. What is Slide Show in Power Point?

PART-B

Answer **any TWO** questions. **Each** question carries **TEN** marks.

(2 X 10 = 20)

1. What is Mail Merge? Mention any three applications and Write the steps to create Mail Merge.
2. Explain Mathematical and Statistical functions in MS-Excel with example.
3. a) How to protect a Presentation by setting up a password in Power Point? 5
- b) Write any five applications of Power Point. 5
