



PRESIDENCY COLLEGE

(AUTONOMOUS)

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

21C206.1S

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END TERM EXAMINATION NOV/DEC 2023
BCA – I SEMESTER
GC206.1S - DATA PROCESSING AND ANALYTICS

Duration: 1 1/2 Hours

Max Marks: 30

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

PART - A

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

(5 X 2 =10)

1. Give any two short cut keys and its use in MS-Word.
2. List the steps to insert table in MS-Word.
3. What is a cell? How to name a cell in MS-Excel.
4. Recall the steps to insert rows in Ms-Excel.
5. How auto fill option is used in MS-Excel.
6. What is power point presentation or PPT?
7. What is slide show in MS-Power Point?

PART - B

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

(2 X 10=20)

1. Explain the steps involved in mail merge
2. Create an electricity bill for 5 customers with an assumption of
 - a. Units = Current Reading - Previous Reading
 - b. Rs. 2/unit
 - c. Tax 2% on bill amount
3. Explain the application of MS-Word, MS-Excel and MS-Power point in the field of education.
