



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

REG NO:

--	--	--	--	--	--	--	--	--	--

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

Duration: 1½ 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. Explain the use of find and replace command in MS-Word.
2. List any four font names in MS-Word.
3. Define Electronic Spread Sheet.
4. List the options to format a cell in MS- Excel.
5. Explain the procedure to create a Table in MS-Word.
6. How do transitions help to make the presentation attractive?
7. What is the use of action button in MS Power point?

PART-B

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

(2 X 10=20)

1. Explain the steps to create the Mail-Merge in MS-Word.
2. Explain the procedure to create a chart in MS-Excel.
3. Explain the different types of layouts in Power point.
