

**VIVEKANAND MAHAVIDYALAYA**  
**ASSIGNMENT FOR ANNUAL EXAM 2020**  
**SUBJECT – INTRODUCTION TO PC SOFTWARE**  
**( B.C.A. – 104 )**

**M.M. 80**

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Note:- Attempt any two part of each question.  
All question carry equal marks.

**UNIT –I**

1. Write process to use header, footer, page number and foot note in a document.
2. What is the purpose of macro in MS Word? Write down the steps for create a macros, make your own assumptions.
3. Write in details about each step of mail merge.

**UNIT-II**

1. How do we create charts in MS Excel? Explain?
2. Explain any 5 mathematical functions in excel with example
3. Write short notes on:  
(i) Filtering database (ii) Pivot Table

**UNIT-III**

1. Explain different views in power point with example.
2. How do we insert pictures and Graphics in PowerPoint slides explain in details?
3. What is Database Management System explain in details.

**UNIT-IV**

1. Explain internal and External Linking and IMG element of HTML with example.
2. Write short notes on following:  
(i) UML (ii) Cascading Style Sheet  
(iii) DHTML (iv) Home Page
3. Create a web page for Admission form of college using Form Tag in HTML.

**UNIT-V**

1. What is multimedia? Briefly discuss the principle and application of multimedia.
2. Write short notes on:  
(i)Photoshop (ii) Flash Animation
3. Differentiate between 2D and 3D animation.