GOVT. LARANGSAI PG COLLEGE RMANUJGANJ

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ASSIGNMENT WORK 2019-20

BCA PART –ONE

Subject –Introduction to PC Software & Internet Applications

MAXIMUM MARKS -50

Note- 1 Answer any two of the following question.

Q1. What is MS-Word? Describe the features and text formatting options of MS-Word in detail.

Q2. What is Excel? Describe the cell formatting options with example.

Or

Explain the Following

1. Sorting Table   2. String function   3.Mathematical function 4. Date & time Function

Q3. What is Presentation? Explain the various elements of a presentation in MS-Power -Point ?

Q4. Explain it.

1. Change Case 2. Page Layout   3. Row & Column   4. Pie Chart   5. Mail Merge 6. Power point Animations.

Q5. What is meant by HTML? Explain the basic structure of HTML document with suitable example.