



G-3702

First Year B. C. A. (Sem. I) (CBCS) Examination
November / December – 2014
Office Automation Tools
(New)

Time : Hours]

[Total Marks :

Instruction : (1)

नीचे दर्शावत निशानीवाणी विगतो उत्तरवही पर अवश्य लખवी.
Fillup strictly the details of signs on your answer book.

Name of the Examination :
First Year B. C. A. (Sem. I) (CBCS)

Name of the Subject :
Office Automation Tools

Subject Code No. : **3 7 0 2** Section No. (1, 2,....) : **NIL**

Seat No. :

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Student's Signature

- (2) All questions are compulsory.
(3) Figures to the right indicate full marks.

Q-1 Answer in short. (Any six)

[12]

- 1 What is cell? What is the cell address of 29th column in Excel?
- 2 Define speaker notes and handouts.
- 3 What is web browser? Give any two examples of web browser.
- 4 What are icons? Explain the function of taskbar?
- 5 What is the short cut-key of superscript and subscript?
- 6 What is the use of Thesaurus command? What is the shortcut key of it?
- 7 What is the use of MS Office Button and Mini toot bar of MS Word?

Q-2 Answer the following (Any Three)

[15]

- 1 Explain Difference between Internal & External Dos Commands and Explain following DOS commands.
(i) Prompt (ii) Attrib (iii) Tree
- 2 Explain Print dialog box of MS Word.
- 3 Write a note on window explorer.
- 4 What is control panel? Explain the use of following icons.
(i) Display (ii) Fonts (iii) Mouse

Q-3 Answer the following (Any Two)

[14]

- 1 Explain String handling functions with syntax and example
- 2 Excel provides you with a feature of viewing only particular records in the list. Explain this feature in detail.
- 3 Write down short note on Mail Merge.

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1

[Contd...

Q-4 Answer the following (Any Two)

- 1 Explain Slide Master and Notes Master.
- 2 Explain Absolute & Relative Cell reference with Example.
- 3 How will you make a PowerPoint presentation more effective? Explain.

[14]

Q-5 Answer the following (Any Three)

- 1 Write various applications of internet.
- 2 What is protocol? Define SMTP, TCP & MIME.
- 3 Write a note on Custom Animation.
- 4 Explain the Subtotal command of MS Excel.

[15]