



MJ-3705

First Year B. C. A. (Sem. I) (CBCS) Examination

October / November – 2015

105 - Office Automation Tools

(New Course)

Time : Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दशादिष निशानीवाणी विगतो उत्तरवही पर अवश्य दपवी. Fillup strictly the details of signs on your answer book.	Seat No. :
Name of the Examination :	<input type="text"/>
FIRST YEAR B. C. A. (SEM. 1) (CBCS)	<input type="text"/>
Name of the Subject :	<input type="text"/>
105 - OFFICE AUTOMATION TOOLS (NEW)	<input type="text"/>
Subject Code No. : <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="5"/>	Section No. (1, 2.....) : <input type="text" value="NIL"/>
Student's Signature	

- (2) Write to the point.
- (3) Provide examples and diagrams wherever appropriate / necessary.
- (4) Figures to the right indicate full marks to the question.

1 Answer the followings in short : 16

- (1) Explain use of Word Count.
- (2) What to do to print Title on every page in Excel?
- (3) How can we use SUM function in Word? Explain it.
- (4) What is Drop Caps? Explain it.
- (5) What is Rehearsal Timing in PowerPoint? How to run your presentation continuously until to press Esc key ?
- (6) Differentiate water marking and Background image in Word.
- (7) What is Web Browser? Give two example of it.
- (8) What is the use of dollar function in Excel? How to display Rs. currency with any value?

2 Answer the following : (any two) 14

- (1) Explain Mail Merge of Word.
- (2) What is Control Panel? Explain six components of it.
- (3) Explain Filtering and Sorting utility in Excel.

MJ-3705]

1

[Contd...

3 Answer the following : (any five) 20

- (1) Autocorrect option in Word.
- (2) Explain any five Text Functions of Excel.
- (3) What is Hyperlink? Explain it.
- (4) Spelling & Grammar in Word.
- (5) Explain Desktop, Recycle Bin and Windows Explorer.
- (6) What is Bullet and Numbering in Word?
- (7) Explain Slide Transition and Custom Animation of PowerPoint.

4 Answer the following : (any four) 20

- (1) Header and Footer in word.
- (2) How to insert Sound and Video File in PowerPoint? Explain it.
- (3) What is Window Explorer? Explain in detail.
- (4) Explain Print option in word and excel.
- (5) What Word count and Change Case? Explain it.
- (6) Explain Conditional Formatting of Excel in detail.