



EM-3705

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

October / November - 2016

105 : Office Automation Tools

(New Course)

Time : 3 Hours]

[Total Marks : 70

Instruction :

नीचे दशांशवले निशानीवाणी विगतो उत्तरवडी पर अवश्य लखवी.
Fillup strictly the details of signs on your answer book.

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

Name of the Subject :
105 : Office Automation Tools (New Course)

Subject Code No. : 3 7 0 5 Section No. (1, 2.....) : Nil

Seat No. :

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Student's Signature

- 1 Answer the following in short : (any ten) 10
- (1) What is the use of Hyphenation ?
 - (2) What do you mean by orientation in Page Setup ?
 - (3) What is the use of Character Map ?
 - (4) What is the default space of Recycle Bin ?
 - (5) What is the use of DOLLAR function in Excel ?
 - (6) What is the shortcut key to apply Superscript and Subscript ?
 - (7) What is the Indentation ?
 - (8) How to set background in Word document ?
 - (9) How to use SUM function in word ?
 - (10) How to insert sound in power point presentation ?
 - (11) Differentiate HTTP and HTTPS.
 - (12) What is the function of REN command in DOS ?
 - (13) Write two sentences about MS-DOS.

2 Answer the following : 28

(a) Explain different types of Errors in Excel.

OR

(a) Explain Pivot Chart and Pivot Table of Excel in detail.

(b) Explain Header and Footer in detail.

OR

(b) Explain Spelling and Grammar in detail.

(c) How to make effective presentation in power point ?
Explain in detail.

OR

(c) Explain Custom Animation and Slide Transition in detail.

(d) What is Control Panel ? Explain any six options of it.

OR

(d) Explain Windows Explorer and Recycle Bin in detail.

3 Answer the following : 16

(a) Explain different views in Power Point.

OR

(a) Explain Set Up Slide Show and Rehearsal Time in Power Point.

(b) Explain Print Option in Word.

OR

(b) Explain Hyperlink in detail.

(c) Explain four text functions in Excel.

OR

(c) Explain Logical functions in Excel.

(d) Explain Macro in detail.

OR

(d) Explain Change Case in detail.

4 Answer the following :

16

- (a) Give full form : IP, TCP, MIME, GUI, SMTP, URL, DNS, CUI, FTP.

OR

- (a) What are uses of Internet ?
(b) What are Internal and External Commands in DOS ?
Explain any two commands.

OR

- (b) What is Search Engine ? Explain Google search engine in detail.
(c) Explain how to protect your document ?

OR

- (c) How Page Setup is differing in Word, Excel, and Power Point ?