



RA-3705

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

March / April - 2017

105 : Office Automation Tools

(New Course)

Time : 3 Hours]

[Total Marks : 70

Instruction :

नीचे दशांकित निशानीवाणी विगतो उत्तरपत्री पर अवश्य कभवी.
Fillup strictly the details of signs on your answer book.

Name of the Examination :
First Year B. C. A. (Sem. 1)

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 followings in short : (Any **Ten**) 10

- (1) How many are rows and columns in Excel-2007 ?
- (2) What do you mean by water marking in Word?
- (3) What is the Shortcut Key to change the Font Size?
- (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 change the Font Size?
- (7) What is Thesaurus?
- (8) What is the use of Word Count in Word?
- (9) What is the use of Split and Freeze Pane in Excel?
- (10) How to set your PowerPoint presentation to run continuously until you press ESC?
- (11) What do you mean by search engine? Give two names of search engine.
- (12) What is the function of COPY CON command in DOS?
- (13) Give full form of MS-DOS. Write two sentences about it.

- (1) Explain Condition Formatting and Validation in Excel.
- (2) What is Control Panel? Explain Any Six options of it.
- (3) What is Mail Merge? Explain the mail merge with an example.

3 Answer the following : (Any Four) 16

- (1) Explain Windows Explorer in detail
- (2) Explain the following DOS commands CD, MD, RD, Date
- (3) Explain Find, GoTo and Replace in Word.
- (4) Explain use of Hyperlink in detail.
- (5) Explain any four Maths functions in Excel
- (6) Explain Spelling and Grammar.

4 Answer the following : (Any Three) 15

- (1) Header and Footer
- (2) Page Setup in Word and Excel
- (3) How to protect your word document?
- (4) Explain Set up Show Slide Transition and Custom Animation in PowerPoint.
- (5) Explain Pivot Table and Chart in detail.
- (6) Explain Auto Correct option in detail.

5 Answer the following : (Any Three) 15

- (1) Explain Goal Seek and Scenario in Excel with example.
- (2) Explain different views of PowerPoint.
- (3) Give Full Form : HTTPS, TCP/IP, MIME, GUI, SMTP, URL, DNS, CUI, IETF, FTP
- (4) Explain advantages of Internet.
- (5) Explain Macro in detail.