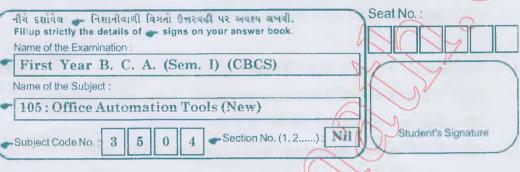
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BA-3504

First Year B. C. A. (Sem. I) (CBCS) Examination October / November - 2017 105 : Office Automation Tools (New Course)

Time : 3 Hours]

Instruction :



- 1 Answer the following in short : (Any Seven)
 - (1) What are icons? Explain the function of taskbar.
 - (2) Difference between CUI GUI
 - (3) Difference between save, save as and save all.
 - (4) What is wrap text in worksheet?
 - (5) Define presentation. How to add a new slide?
 - (6) What is Internet? What is web browser?
 - (7) What is hyperlink? Give shortcut key to add hyperlink.
 - (8) How do you display current date and time in spreadsheet?
 - (9) Give the use of change case option.

2 Answer in detail : (Any Four)

16

14

Total Marks : 70

- (1) What are internal and external commands in DOS? Explain any two internal and external DOS commands.
- (2) Explain recycle bin.
- What is mail merge? How to create or insert database in mail merge? Write steps.
- (4) What is use of Paragraph option in document? Explain drop cap effect from it.

BA-3504]

1

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- (5) Give differences :
 - (1) COPY & XCOPY
 - (2) Paste Paste Special
- 3 Answer in detail : (Any Four)
 - (1) Explain Header and footer option in document.
 - (2) What is filtering? Explain auto and standard filtering.
 - (3) What is macro? How to record and run macro?
 - (4) What is Goal seek? How to apply it? Write steps.
 - (5) Explain split and freeze in worksheet.
- 4 Answer in detail : (Any Two)
 - (1) What is chart? How can we create chart in worksheet?
 - (2) Explain different views of Presentation.
 - (3) Explain two functions with example. (Any two)
 - (1) Mathematical
 - (2) Text

BA-3504]

(3) Statistical

5 Answer in detail : (Any **Two**)

- (1) What is E-mail? Explain To, Bcc, Cc, Subject and attachment.
- (2) What is protocol? Explain any two protocol use on Internet. Also give full forms: POP, TCP, HTTP, MIME
- (3) Explain transition and Animation effect in presentation
- (4) Define presentation. Explain handout and speaker notes.

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[3800]

12

16

12