



DE-3705

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

March/April – 2016

105 : Office Automation Tools

(New Course)

Time : Hours]

[Total Marks : 70

Instructions : (1)

नीचे दर्शावेक निशानीवाणी विगतो उत्तरवही पर अवश्य कर्जवी.  
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 :  
105 : Office Automation Tools (New Course)

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

Seat No. : [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ] [ ]

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.

Q-1 Answer the followings in short (Any Eight)

16

- (1) What is default filename of Word, PowerPoint and Excel in 2007 version?
- (2) How many rows and columns in Excel 2007?
- (3) Explain use of Word Count.
- (4) What is the use of Split and Freeze Pane in Excel?
- (5) What is water marking in Word? How to implement it?
- (6) What is Web Browser? Give two example of it.
- (7) Differentiate the Paste and Paste Special in Excel?
- (8) What is Rehearsal Timing in PowerPoint?
- (9) How to run your presentation continuously until to press Esc key?
- (10) Explain dollar function in Excel?

Q-2 Answer the following (Any two)

14

- (1) Why following types of Errors are generated in Excel? Explain with example?  
#NULL!, #VALUE!, #REF!, #NAME?, #NUM!, #N/A, #DIV/0!
- (2) What is Control Panel? Explain Any Six components of it.
- (3) How you can make your presentation more effective? Explain in detail.

**Q-3 Answer the following. (Any Four)**

16

- (1) Explain Windows Explorer in detail.
- (2) Explain any four Text Functions of Excel
- (3) Find, GoTo and Replace in Word.
- (4) What is File Protection? How to protect word document?
- (5) Explain Hyperlink with example.

**Q-4 Answer the following (Any Three)**

12

- (1) Explain Pivot Chart & Pivot Table of Excel in detail.
- (2) Slide Transition & Custom Animation in PowerPoint.
- (3) Explain Conditional Formatting & Validation in Excel
- (4) What is Internet? Explain Advantages & Disadvantages of it.

**Q-5 Answer the following (Any Three)**

12

- (1) What is Sorting and Filtering in Excel? Explain with example.
- (2) Word is Word Processing Program. Prove this statement
- (3) Explain Print and Print Preview of Word.
- (4) Full Form: HTTP, FTP, WWW, TCP, IP, DOS,