BA-3504

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

October / November - 2017

105 : Office Automation Tools

(New Course)

Time : 3 Hours]   [Total Marks : 70

Instruction :

1 Answer the following in short : (Any **Seven**)   **14**

   (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**

   (1)   What are internal and external commands in DOS? Explain any two internal and external DOS commands.

   (2)   Explain recycle bin.

   (3)   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.

    (5)   Give differences :
       (1)   COPY & XCOPY
       (2)   Paste - Paste Special

3   Answer in detail : (Any **Four**)   **16**

    (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**)   **12**

    (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
       (3)   Statistical

5   Answer in detail : (Any **Two**)   **12**

    (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.

———————