



H-3504

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

March / April - 2018

105 : Office Automation Tools

(New Course)

Time : 3 Hours]

[Total Marks : 70

Instruction :

नीचे दशांशक निशानीवाणी विगत उत्तरपत्री पर अवश्य कपवी.
Fillup strictly the details of signs on your answer book.

Name of the Examination : **F. Y. B. C. A. (SEM. 1) (CBCS)**

Name of the Subject : **105 : OFFICE AUTOMATION TOOLS**

Subject Code No. : **3 5 0 4** Section No. (1, 2,.....) : **Nil**

Seat No. :

Student's Signature

1 Answer the following in short : (Any Six) 12

- (1) What is the use of IF and COUNIF function of spreadsheet?
- (2) Write short cut key for find and replace and to bold a text in writer?
- (3) List at least five types of charts.
- (4) What are speaker notes and design templates?
- (5) Give full Form: SMTP, MIME, URL. and FTP.
- (6) What is web browser? List few web browsers.
- (7) What is protocol? Which proteool is used to send e-mail?

2 Answer in brief: (Any Four) 16

- (1) Explain print preview and print command.
- (2) Explain Window explorer.
- (3) Write a note on spelling and grammar check utility.
- (4) Explain any four Internal DOS commands with example.
- (5) Explain drop cap effect.

3 Answer in brief : (Any **Three**) 18

- (1) Explain slide transition and custom animation.
- (2) Explain "Table "option in document.
- (3) Explain Goal seek and scenario with example.
- (4) Explain in detail mail merge.

4 Answer in brief : (Any **Three**) 12

- (1) What is chart? Write steps to insert chart in spreadsheet.
- (2) Explain any three statistical functions in worksheet.
- (3) Explain conditional formatting in spreadsheet.
- (4) List different views of Presentation. Explain them in detail.

5 Answer in brief : (Any **Three**) 12

- (1) Write note on applications of Internet.
- (2) What is IP Address? Explain in details.
- (3) Explain Hyperlink in presentation.
- (4) Explain insertion of sound and video file in presentation.