TKN/KS/16/5955

Bachelor of Computer Applications (B.C.A.)
Semester–I (CBS) Examination
OFFICE AUTOMATION
Paper—VI

Time—Three Hours]   [Maximum Marks—50

N.B. :— (1)   **All** questions are compulsory.

(2)   Draw diagrams wherever necessary.

EITHER

1.   (A)   What are the advantages of Windows Operating System ?   5

(B)   Write a note on :

(i)   Windows Explorer

(ii)   Recycle Bin   5

OR

(C)   What are the uses of control panel in Windows Operating System ?   5

(D)   Explain how to edit graphics in Windows Operating System.   5

EITHER

2. (A) Give the steps to create a new document in Word. 5

(B) Explain any three document formatting operations. 5

OR

(C) Explain saving, opening and closing of Word document. 5

(D) Write a note on mail-merge. 5

EITHER

3. (A) Explain different operations that can be performed on Excel worksheet. 5

(B) Write down the steps to insert a function in MS-Excel. 5

OR

(C) Explain chart creation in MS-Excel. 5

(D) Explain following functions with example.
   (i) SQRT( )
   (ii) MAX( )
   (iii) MIN( ) 5

EITHER

4. (A) What are the uses of MS-PowerPoint ? List different toolbars available in MS PowerPoint. 5

(B) Write the procedure for inserting clipart to a slide in MS PowerPoint. 5

OR

(C) What is a slide ? Explain different operations possible with a slide. 5

(D) Write a note on organization chart in MS Power Point. 5

5. (A) Write short notes on :
   (i) My Document
   (ii) My Computer 2½

(B) What is header and footer in word document ? Explain the steps to create header and footer. 2½

(C) Explain the terms 'data form' and 'data sort' in MS-Excel. 2½

(D) What is master slide in MS PowerPoint ? Write the procedure to create duplicate slides. 2½