

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

Time : Three Hours]

[Maximum Marks : 50

- N.B. :—** (1) **ALL** questions are compulsory and carry equal marks.
 (2) Draw neat and labelled diagram wherever necessary.

EITHER

1. (A) Explain Advantages of Windows Operating System. 5
- (B) Give new features of Windows XP over Windows OS. 5

OR

- (C) What is Windows Explorer and Control Panel ? 5
- (D) What is the use of My Computer and My Documents ? 5

EITHER

2. (A) Give structure of Word Documents by explaining its parts. 5
- (B) What is a table ? Write a procedure to create a table in Word. 5

OR

- (C) Explain Mail Merge in word. 5
- (D) Explain the formatting Cut, Copy and Paste Options in Word. 5

EITHER

3. (A) Explain the structure of MS-Excel in detail. 5
- (B) Explain the following functions with example : 5

- (1) Count ()
- (2) Max ()
- (3) Round ()
- (4) Sum ()
- (5) Lower ().

OR

- (C) What is Worksheet ? Write a procedure to copy one Worksheet to another. 5
- (D) Explain the procedure to create a graph in Excel with example. 5

EITHER

4. (A) What is PowerPoint ? Explain Clip art in PowerPoint. 5
- (B) Explain standard tool bar and formatting tool bar in PowerPoint. 5

OR

- (C) Explain the following features in PowerPoint : 5
- (1) Text Styling
- (2) Animation Setting.
- (D) Explain Auto Content Wizard in PowerPoint. 5

5. Attempt **ALL** :
- (A) Explain the use of Run Command. 2½
 - (B) Explain Mail Merge in Wordstar. 2½
 - (C) Explain the following functions in Excel : 2½
 - (1) Now ()
 - (2) Today ().
 - (D) Write a procedure to insert clip art in PowerPoint. 2½