NJR/KS/18/3211

Bachelor of Computer Application (B.C.A.) Semester-I (C.B.S.) 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) What is operating system ? Explain various features of operating system.   5

   (B) What is control panel ? Explain the use of control panel.   5

   OR

   (C) Explain the use of drivers in operating system.   5

   (D) What the use of My Computer and Recycle Bin ?   5

   EITHER

2. (A) What is a word document ? Explain the different parts of word document.   5

   (B) Explain the following formatings :

      (1) Cut

      (2) Copy

      (3) Paste.   5

   OR

   (C) Write a procedure to insert a picture and a table in a word document.   5

   (D) Explain Mail Merge in Word.   5

   EITHER

3. (A) How is a Chart created in Excel ?   5

   (B) Explain the process to copy data from one Sheet to another.   5

   OR

   (C) Explain the use of :

      (1) Sum ( )

      (2) Average ( )

      (3) Sumif ( )   5

   (D) Write a procedure to create a Pie Chart in Excel.   5

   EITHER

4. (A) Differentiate between standard tool bar and formating tool bar.   5

   (B) What is PowerPoint presentation ? Explain the features of PowerPoint.   5

   OR

   (C) Write a procedure to enter data to a graph in presentation.   5

   (D) What is slide ? Write a procedure to insert new slide to a presentation.   5

5. Attempt all :

   (A) Give the features of Windows XP.   2½

   (B) Write a procedure to change the border of a table.   2½

   (C) Give advantageous features of MS-Excel.   2½

   (D) What is organization chart ?   2½