

This question paper contains 2 printed pages.

Roll No. ....247304.....

B.C.A. (Pt. -I)

Off. Man. Tool

136

**B.C.A. (Part-I) EXAMINATION - 2019**

(Faculty of Science)

(Three-Year Scheme of 10+2+3 Pattern)

**OFFICE MANAGEMENT TOOLS - 136**

101587

Time Allowed : Three Hours

Maximum Marks : 100

*Question paper consists of three parts.*

*All THREE parts are compulsory.*

**PART-I:** (Very Short Answer) consists of 10 questions of two marks each. Maximum limit for each question is upto 40 words.

**PART-II:** (Short answer) consists of 5 questions of four marks each. Maximum limit for each question is upto 80 words.

**PART-III:** (Long answer) consists of 5 questions of twelve marks each with one question from each unit with internal choice.

Write your roll number on question paper before start writing answers of questions.

**PART - I**

1. (a) Define Bookmark in MS-Word.
- (b) What is Replace short key ?
- (c) What is macro ?
- (d) What is thesaurus ?
- (e) Define "COPYCON" DOS Command with syntax.
- (f) What is "Save as" ?
- (g) What is page orientation ?
- (h) Define Hyperlink.
- (i) Define Master Slide.
- (j) Define Column Charts.

**PART - II**

2. Describe validation in MS-Excel.
3. What is a PowerPoint Presentation ? Describe Slide Transition.
4. What is goal seek in MS-Excel ? Explain.
5. Describe a Database Planning in MS-Access.
6. Describe page setup in MS-Word.

### PART - III

1. What is Operating System ? Differentiate between NTFS and FAT file system.

OR

Write short notes on the following DOS Commands :

- |             |         |          |
|-------------|---------|----------|
| (a) CD      | (b) DIR | (c) TYPE |
| (d) COPYCON | (e) DEL | (f) RD   |

2. How to create a mail-merge explain in detail using suitable example.

OR

How to convert a word document into different formats like Rich Text and Word Perfect ?

3. Write short notes :

- (a) Find and Replace
- (b) Trace Precedents and Trace Dependents
- (c) Watermark
- (d) Sorting and Filtration

OR

What is a Pivot Table in Excel ? Explain using suitable example.

4. Write notes on :

- (a) Header and Footer toolbar.
- (b) Custom animation in powerpoint.

OR

What is Slide Master and Slide Layout in PowerPoint ? Explain in detail.

5. Explain forms in MS-Access. Explain all methods to create forms in MS-Access.

OR

What is DBMS ? Explain Different types of DBMS in details.

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Sl.No. 1491

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B.C.A. (Part - I)

**B.C.A. (Part - I) EXAMINATION, 2017**  
(Faculty of Science)

(Three-year scheme of 10 + 2 + 3 Pattern)

Paper - 136

**OFFICE MANAGEMENT TOOLS**

*Time : Three Hours]*

*[Maximum Marks : 100*

Answer of all the questions (short answer as well as descriptive) are to be given in the main answer -book only. Answers of short answer type questions must be given in sequential order. Similarly all the parts of one question of descriptive part should be answered at one place in the answer-book. One complete question should not be answered at different places in the answer-book. Write your roll numbers on question paper before start writing answers of questions.

*Question paper consists of three Parts.  
All THREE Parts are compulsory.*

- Part I: (Very short Answer) consists of 10 questions of two marks each with two questions from each unit. Maximum limit for each question is up to 40 words.*
- Part II: (Short Answer) consists of 5 questions of four marks each with one question from each unit. Maximum limit for each question is up to 80 words.*
- Part III: (Long answer) consists of 5 questions of twelve marks each with one question from each unit with internal choice.*

**PART - I**

1. a) Explain any 5 important features of operating system.  
b) Differentiate Internal and External DOS command.  
c) Define status Bar in MS - Word.  
d) What do you mean by show/Hide Button in MS-Word.  
e) What do you mean by spreadsheet?  
f) What is the use of set print Area in MS-Excel?  
g) Explain the use of slide sorter in MS-Powerpoint.  
h) Why we use master slides in Powerpoint?  
i) Define Icon and its use.  
j) What is the degree of a relation?

[10 × 2 = 20]

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**PART - II**

*Attempt all questions.*

*Each questions carries 4 marks.*

2. Write short notes on the following:
  - a) Booting process.
  - b) Text editor.
  - c) Windows Explorer.
  - d) Kernell and shell.
3. Explain the use of following commands in MS-Word.
  - a) Format painter.
  - b) Title Bar and scroll Bar.
  - c) Macro.
  - d) Line spacing.
4. Explain the Absolute, Relative and mixed Reference in MS-Excel.
5. What is the use of conditional formatting in MS-Excel, explain with suitable example.
6. How many kinds of views are available to create a Database in MS - Access, explain with suitable example.

**PART - III**

*Attempt all questions.*

*Each questions carries 12 marks.*

7. Write short notes on the following (any three)
  - a) Disk Defragmentation. [4]
  - b) Dettree, X copy command. [4]
  - c) System Tray in Task Bar. [4]
  - d) Define FAT (File Allocation Table) [4]

OR

- a) Why we say that operating system works as a Resource manager, explain in detail. [7]
- b) Define Batch Processing, Real time operating system. [5]

8. a) Explain the Utility of Mail Merge. [6]
- b) Explain split table, Merge Table, Cell. [6]

OR

- a) Define some of the commands/options available in Print Dialogue Box. [6]
- b) Explain super script, sub-script, sorting & Print layout option in MS-Word. [6]

9. a) Pivot table in MS - Excel? [6]
- b) Hlookup and Vlookup functions in Excel? [6]

OR

- a) Explain any 4 (four) Text function, with example. [6]
- b) ~~What is the use of filter~~ in Excel. [6]

10. a) How many ways we use the slide show in Powerpoint. [6]
- b) What is Rehearse Timing in Powerpoint. [6]

OR

- a) What do you mean by Transition in Powerpoint? [6]
- b) Explain the kinds of Presentation views are available in Power point. [6]

11. Explain any 5 advantages and disadvantages of Database Management system, in detail. [12]

OR

- a) Define Database, database management system and its functions. [6]
- b) What is form wizards in Access. [6]

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This question paper contains 2 printed pages.

B.C.A.(Part - I)

Roll No. \_\_\_\_\_

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**B.C.A. (PART I) EXAMINATION - 2018**  
**(FACULTY OF SCIENCE)**  
**(Three - Year Scheme of 10+2+3 Pattern)**

**Paper - 136**

**(Office Management Tools)**

**Time Allowed : Three Hours**

**Maximum Marks - 100**

**Question paper consists of three Parts.**

**All THREE Parts are compulsory.**

**PART - I:** (Very Short Answer) consists of 10 questions of two marks each with two questions from each unit. Maximum limit for each question is up to 40 words.

**PART - II:** (Short answer) consists of 5 questions of four marks each with one question from each unit. Maximum limit for each question is up to 80 words.

**PART - III:** (Long answer) consists of 5 questions of twelve marks each with one question from each unit with internal choice.

**PART - I**

1. a. Explain "Attrib" DOS Command with syntax. ✕
- b. What do mean by booting sequence? Explain.
- c. What do you mean by Thesaurus? Explain. ✕
- d. How to set a page into two columns? Write steps. ✕
- e. What is difference between work-book and work-sheet? Explain
- f. What is short cut key to select entire column? Explain. ✕
- g. Which Power Point feature allows the user to create a simple presentation quickly? Explain.
- h. How to edit an embedded organization chart object? Write steps.
- i. What are the different views to display a table? Explain.
- j. How duplicate Query wizard is helpful?

**PART - II**

2. Write five comparisons between Data and Information.

3. Explain the use of following commands in MS - Word using suitable examples :-
  - a. Format Painter
  - b. Watermark
4. How to work with formulas in excel? Explain.
5. What is a Power Point presentation? Describe Custom Animation.
6. What are the advantages of Database Management System over File System? Explain.

### PART - III

1. Define OS. Write basic functions of OS. Compare NTFS and FAT on the basis of various features.

**OR**

Write notes on the following DOS commands -

- a. COPY CON
  - b. XCOPY
  - c. MOVE
  - d. CHKDSK
  - e. FC
  - f. TREE
2. What is Mail-Merge? What are the advantages of mail-merge? Write steps to create Mail - Merge.

**OR**

How to convert a word document into Word Perfect Rich text and Text Format? Write all steps.

3. Write notes on -
  - a. Find & Select
  - b. Conditional Formatting
  - c. Trace Precedents and Trace Dependents
  - d. Cell Styles

**OR**

What is a macro? What are the importances of macros in Excel? Write steps to create a macro.

4. Write notes on.
  1. Transition in Power Point
  2. Action Buttons

**OR**

What is slide master and slide layout in Power Point? Explain in detail.

5. What do you mean by DBMS? Explain different types of DBMS in detail.

**OR**

Explain reports in MS-Access. Explain two methods to create reports in MS-Access.