

Office Management Tools

Paper-VI

Max marks:100

All question is compulsory.

PART-I

Q.1 All question carries 2 marks.

(10X2=20)

- Explain "attrib" Dos command with syntax.
- Define bookmark in MS-word ?
- What do you mean by thesaurus? Explain.
- What is shortcut key to select entire column?
- What do you mean of paste special option ?
- What is difference between workbook and worksheet? Explain it.
- Explain the use of slide sorter in M.S. Powerpoint.
- What is the queries?
- How to set a page into two columns?
- What is page setup option?

PART-II

(5X4=20)

Q2. Explain the following DOS command:-

- | | |
|-----------|-------|
| a) Copy | c) RD |
| b) Chkdsk | d) MD |

Q3. Explain the use of following commands in ms-word:-

- | | |
|----------------------|-----------------|
| a) Format pointer | c) Line spacing |
| b) Header and Footer | d) Macro |
| e) | |

Q4. What is the goal seek in MS-Excel? Explain.

✓ Q5. What is a power-point presentation ? Why it is used custom animation?

Q6. Describe validation in MS -Excel.

PART-III

Q7. Define OS, Write basic function of O.S.. Compare NTFS and FAT on the basis of various feature.

12

OR

Write the short notes on the following:

(4X3=12)

- | | |
|-------------------------|------------------|
| a. Booting Process | c. System Files |
| b. Disk Defragmentation | d. Control Panel |

Q8. How to create a mail merge? Explain in details using suitable example.

12

OR

How to create a word document into word perfect, Rich text and Text format? Write steps?

Q9. Write the short note:

(4X3=12)

- | | |
|-----------------------------|--|
| i. Conditional Formatting | iii. HLook up and VLook up function in excel |
| ii. Pivot table in MS-Excel | iv. Data filtering and data sorting |

OR

What is Macro? What is the importance of macro in excel? Write a step to create a macro?

12

Q10. Write is slide master and slide layout in Power Point? Explain details.

12

OR

Write the short note on:

(4X3=12)

- | | |
|----------------------|------------------|
| a) Transition effect | c) Action Button |
| b) Animation effect | d) Hyperlink |

Q11. Explain the reports in MS-Access. Explain two methods to create report in access.

12

OR

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

12

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Off. Man. Tool

B.C.A. (Part-I) EXAMINATION - 2022

101808

(Faculty of Science)

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

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. 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 part with internal choice.

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

PART - I

10x2=20

1. (a) Differentiate between save and save as.
- (b) Describe the autocorrect feature.
- (c) Define Macros.
- (d) Define Pivot table.
- (e) Why do we use action buttons in PowerPoint Presentation ?
- (f) Write the purpose of master slide.
- (g) What is Table ?
- (h) Explain the use of slide sorter in MS PowerPoint.
- (i) Differentiate Internal and External DOS commands.
- (j) What is the use of 'Set Print Area' in MS Excel ?

PART - II

2. Write short note on the following :

- | | |
|----------------------|----------------------|
| (a) Custom animation | (b) Text editor |
| (c) Windows explorer | (d) Kernel and Shell |

3. What is Report ? Write the steps to create report in MS Access. 4
4. Write the use and syntax of following commands. 4
- (a) CD (b) MD (c) Copycon (d) RD
5. What do you understand by Header and Footer ? How do we create Header and Footer on odd and even pages ? 4
6. What are Primary key and Foreign key ? How do we create primary key in MS Access ? 4

PART - III

7. Write short note on : 12
- (a) Booting Process
- (b) My Computer
- (c) System File

OR

Write the short note on the following (any three) : 12

- (a) Disk Defragment (b) X Copy Command
- (c) System tray in task bar (d) FAT (File Allocation Table)

8. What is Mail Merge ? Explain the complete steps to merge the text and addresses. 12

OR

Explain the use of following commands in MS Word. 12

- (a) Format Painter (b) Title bar and Scroll bar
- (c) Find and Replace (d) Line spacing

9. Explain the following in MS Excel. 12

- (a) Macros (b) Conditional Formatting

OR

Explain the various type of charts in MS Excel. 12

10. Why do we use PowerPoint ? Discuss various features of PowerPoint in details. 12

OR

Explain different types of views available in PowerPoint. 12

11. Write the steps to create a Database and Table in Microsoft Access. Write the steps to create a query in database table. 12

OR

What do you mean by data types ? Explain various data types in MS Access. 12