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Total No. of Questions : 10]
(1106)

[Total No. of Printed Pages : 3

**B.C.A. UG (CBCS) RUSA 1st Semester
Examination**

3611

**OFFICE AUTOMATION TOOLS
BCA-105**

Time : 3 Hours]

[Maximum Marks : 70

The candidates shall limit their answers precisely within the answer-book (40 pages) issued to them and no supplementary/continuation sheet will be issued.

Note :- Part A is compulsory. Attempt *one* question each from Part B, Part C, Part D and Part E.

Part-A

1. (a) Specify the output of DIR command.
- (b) How is recycle bin different from other folders ?
- (c) Define Hot keys.
- (d) Differentiate between portrait and landscape orientation.
- (e) List any *four* names of charts in MS-Excel.

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(1)

Turn Over



- (f) Define Autofill feature. 12
- (g) What is the short cut key for new slide in MS-PowerPoint ? Ctrl + M
- (h) Define design template in MS-PowerPoint.
- (i) Mention redirection operators.
- (j) List the names of text alignment in MS-Office. 1×10=10
2. (a) Differentiate between internal and external DOS commands. 6
- (b) Explain automating information with fields feature.
- (c) Describe coal seek feature of Excel.
- (d) Differentiate between master and normal slide in relation to MS-PowerPoint.
- (e) Describe the find and replace feature. 4×5=20

Part-B

3. List syntax for the following DOS commands, along with options and examples explaining the command :
- (a) FIND 3
- (b) FORMAT

10

4. Describe briefly any *four* features of control panel. 10

Part-C

5. Explain Mail merge feature in detail. 10
6. Discuss various options available in spell check feature of MS-Word. 10

Part-D

7. Write short notes on the following :
- (a) Data sort
 - (b) Data filter 10
8. Explain in detail any *three* types of functions of MS-Excel. 10

Part-E

9. In relation to PowerPoint, discuss custom animation and various feature available in it. 10
10. Describe various types of action buttons available in PowerPoint. 10