

Total No. of Questions : 10] [Total No. of Printed Pages : 3  
(1107)

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

**3840**

**OFFICE AUTOMATION TOOLS  
BCA-0105**

**Time : 3 Hours]**

**[Maximum Marks : 70**

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

**Part-A**

**(Compulsory Questions)**

1. (a) What is a tool bar ?
- (b) Differentiate between opening a file and creating a file.
- (c) List the components of task bar.
- (d) What is the purpose of SYS command ?
- (e) Differentiate between Worksheet and Workbook.

**CA-584**

( 1 )

Turn Over

- (f) How is cell C7 represented as an absolute address in MS-Excel ?
  - (g) Define slide sorter view of MS PowerPoint.
  - (h) Which function key is used to start slide show in Powerpoint ?
  - (i) Explain recycle bin.
  - (j) What is the purpose of Thesaurus feature ?  $10 \times 1 = 10$
2. (a) Explain wild card characters with examples.
- (b) What do you understand by template ?
- (c) Discuss both the methods of file protection.
- (d) Describe the rules for writing a formula in MS Excel.
- (e) Describe slide transition with example in relation to MS PowerPoint.  $5 \times 4 = 20$

### Part-B

3. Discuss in detail SORT and PROMPT commands with examples.
4. Describe any *five* features of paint accessory. 10

### **Part-C**

5. Discuss various options available in print feature.
6. Describe any *five* formatting features of MS Word. 10

### **Part-D**

7. What do you understand by Macros in relation to MS Excel ?
8. Write short notes on the following :
  - (a) Pivot tables
  - (b) Data Validation 10

### **Part-E**

9. Discuss in detail various views available in PowerPoint.
10. Explain any *four* features of MS Powerpoint. 10