BAKLIWAL FOUNDATION
College of Arts, Commerce & Science
Bachelor of Computer Application (BCA)
Preliminary Examination -2023
Paper VI- Office Automation

Time – 3 hrs.   Total Marks – 80

Note - 1) All Questions are compulsory and carry equal marks.
2) Draw neat and labelled diagram whenever necessary.

Q.1   Long Answer. (Any one out of two)   **1x12=12**

a)   Explain windows explorer, control panel, and my computer.

b)   Explain MS-Word with menus and their submenus.

Q.2   Long Answer. (Any one out of two)   **1x12=12**.

a)   Explain windows operating system. Write all advantages of windows operating system.

b)   Explain MS-Excel with menus & their submenus.

Q.3   Long Answer. (Any one out of two)   **1x12=12**.

a)   Explain MS-Power point with menus and their submenus.

b)   Explain in detail for creating an editing a google site.

Q.4   Long Answer. (Any one out of two)   **1x12=12**.

a)   What is google suit? Write to create google sheets & google forms.

b)   Explain about google drive, google docs, google slide, google hangout.

Q.5   Short Note. (any four out of two)   **4x5=20**

a) Write all shortcut keys of MS-Word.

b) What do you understand by GUI.

c) Explain all toolbars of MS-Word.

d) Explain about Mail – Merge.

e) What is google calendar. How to use google calendar to manage the schedule.

f) Explain different text formatting and editing operation that we can perform on a text document.

Q.6   **Short Note. (any four out of two)**   **6x2=20**

a) Explain the use of find and replace.

b) Explain difference between transition and animation in power point.

c) Explain min ( ), max ( ), Average ( ) formula with example.

d) Explain lower ( ), upper ( ) proper function with example.

e) What do you understand by data sorting. Explain orders for sortings.

f) Explain today ( ), now ( ), sumif ( ), Sqrt ( ).

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