

KKSU/W/21

**KAVIKULAGURU KALIDAS SANSKRIT
VISHWAVIDYALAYA, RAMTEK
Bachelor of Computer Application (BCA) (New)
First Semester Examination
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) **01x12=12**
- a) What is ICON? Explain different types of icon shown in desktop of windows.
 - b) Explain windows explorer, control panel and my document.
- Q.2** Long answer. (any **one** out of two) **01x12=12**
- a) Explain the structure of word document with its different parts.
 - b) Explain different text formatting operations that we can perform on a text document & write down the shortcut key combination for it.
- Q.3** Long answer. (any **one** out of two) **01x12=12**
- a) What is worksheet? Explain the different operations that can be performed on a cell.
 - b) What is power-point? Write down the procedure to insert new slide, images, table, smart art, charts, audio in a presentation.
- Q.4** Long answer. (any **one** out of two) **01x12=12**
- a) What is google suite? Write steps to create google sheets & forms.

...2...

...2...

- b) Explain in detail for creating & editing a google site. How to share & publishing a google site?

Q.5 Short note. (any **four** out of six) **04x05=20**

- a) What are the advantages & disadvantages of windows operating system?
- b) What are the uses of control panel in windows operating system?
- c) Write a note on organization chart in MS-Power Point.
- d) Explain the following terms .
i) SQRT ii) MAX iii) MIN iv) SUM v) Avg
- e) How will you create, save and print a word document?
- f) How to use goodle calendar to manage the schedule.

Q.6 Short note. (all questions are compulsory) **06x02=12**

- a) Give the features of windows 05.
- b) What do you mean by GUI?
- c) Explain the use of Find & Replace.
- d) Explain the use of Font dialog Box.
- e) Give advantages & features of MS-Excel.
- f) What is the use of Google Hangouts?

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