Enrollment No.....................................

Faculty of Science
End Sem (Odd) Examination Dec-2017
CA3EG01 Office Automation

Programme: BCA   Branch/Specialisation: Computer Application

Duration: 3 Hrs.   **Maximum Marks: 60**

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d.

Q.1 i. To paste copied matter from one place to another _____ key **1**
option may be used
(a) Ctrl+S   (b) Ctrl+P   (c) Ctrl+V   (d) Ctrl+X

ii. Double click of mouse is used to___ **1**
(a) Close file/folder   (b) Open file/folder
(c) Remove file/folder   (d) Delete file/folder

iii. Margins option is associated with which menu item? **1**
(a) Review   (b) Page Layout
(c) Insert   (d) View

iv. The Extension name of the document file created with Ms-Word **1**
is _____?
(a) .wrd   (b) .doc   (c) .wri   (d) .txt

v. A _____ is a collection of predefined design elements and color **1**
Schemes.
(a) Feature   (b) Hyperlink   (c) Palette   (d) Theme

vi. What is the intersection of a column and a row on a worksheet **1**
called?
(a) Column   (b) Value   (c) Address   (d) Cell

vii. Which function in Excel tells how many numeric entries are **1**
there?
(a) NUM   (b) COUNT   (c) SUM   (d) CHKNUM

viii. Which of the following series type is not valid for Fill Series **1**
dialog box?
(a) Linear   (b) Growth   (c) Auto fill   (d) Time

ix. If you have a PowerPoint show you created and want to send using email to another teacher you can add the show to your email message as a (an) **1**
(a) Inclusion   (b) Attachment
(c) Reply   (d) Forward

x. What is the term used when you press and hold the left mouse key and more the mouse around the slide? **1**
(a) Highlighting   (b) Dragging
(c) Selecting   (d) Moving

Q.2 i. Write the versions of WINDOWS (minimum four). **2**
ii. Describe Dialog Boxes & Toolbars with Examples. **3**
iii. Write steps to install and uninstall software with example. **5**
OR iv. Discuss operation on files and folders with suitable examples. **5**

Q.3 i. Discuss text attributes with examples. **2**
ii. Write short notes on: **8**
(a) Menu   (b) Wizard & Templates
(c) Bullets and Numbering   (d) Paragraph and Page Formatting
OR iii. Discuss the part of office suit in detail with example. **8**

Q.4 i. Explain following terms: **3**
(a) Spell Check   (b) Find & Replace
(c) Headers & Footers
ii. Describe the following with examples: **7**
(a) Table creation   (b) Operation on table
(c) Formatting of table
OR iii. Write short note on: **7**
(a) Mail Merge   (b) Envelops & Mailing Labels
(c) Thesaurus and dictionary

Q.5 i. Define Spreadsheet, cell, worksheet and workbook. **4**
ii. What is chart? Discuss types of chart available in Excel. **6**

OR iii. What is function in excel and describe following functions: **6**
(a) COUNT() (b) MAX()   (c) Average(),   (d) SUM()
(e) IF   (f) MIN()

Q.6 Attempt any two:
i. What is Animation in Power Point? Describe steps to apply animation? **5**
ii. Write short note on : **5**
(a) Views in Power Point   (b) Slide show
iii. Discuss advantages and disadvantages of Power Point. **5**

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CA3EG01 Office Automation
Marking Scheme

Q.1 i.   To paste copied matter from one place to another _____ key   **1**
           option may be used
           (c) Ctrl+V

     ii.   Double click of mouse is used to___   **1**
           (b) Open file/folder

     iii. Margins option is associated with which menu item?   **1**
           (b)Page Layout

     iv.   The Extension name of the document file created with Ms-Word   **1**
           is _____?
           (b) .doc

     v.   A _____ is a collection of predefined design elements and color **1**
           Schemes.
           (d) Theme

     vi.   What is the intersection of a column and a row on a worksheet **1**
           called?
           (d) Cell

     vii. Which function in Excel tells how many numeric entries are   **1**
           there?
           (b) COUNT

     viii. Which of the following series type is not valid for Fill Series **1**
           dialog box?
           (d) Time

     ix.   If you have a PowerPoint show you created and want to send   **1**
           using email to another teacher you can add the show to your
           email message as a (an)
           (b) Attachment

     x.   What is the term used when you press and hold the left mouse   **1**
           key and more the mouse around the slide?
           (b) Dragging

Q.2 i.   4 versions of WINDOWS **(2 marks).**   **2**
     ii.   Definition of Dialog Boxes & Toolbars **(2 marks),**   **3**
           Examples **(1 marks)**
     iii. Steps to install and uninstall software **(3.5 marks),**   **5**
           example **(1.5 marks)**
OR   iv.   Operation on files and folders **(3.5 marks),**   **5**
           examples **(1.5 marks)**

Q.3 i.   Text attributes **(1.5 marks),** examples **(0.5 marks)**   **2**
     ii.   Write short notes on**: (2 marks each)**   **8**
           (a) Menu   (b)Wizard & Templates
           (c) Bullets and Numbering   (d)Paragraph and Page Formatting
OR   iii. Part of office suit **(5.5 marks),** example **(2.5 marks)**   **8**

Q.4 i.   Explain following terms: **(1 mark each)**   **3**
           (a) Spell Check   (b) Find & Replace   (c) Headers & Footers
     ii.   Describe the following with examples: **7**
           (a) Table creation **(description 1.5 marks, example 0.5 marks)**
           (b) Operation on table **(description 2 marks, example 1 marks)**
           (c) Formatting of table **(description 1.5 marks, example 0.5
           marks)**
OR   iii. Write short note on: **7**
           (a) Mail Merge **(description 2 marks, example 1 marks)**
           (b) Envelops & Mailing Labels **(description 1.5 marks, example
           0.5 marks)**
           (c) Thesaurus and dictionary **(description 1.5 marks, example
           0.5 marks)**

Q.5 i.   Spreadsheet, cell, worksheet and workbook **(Each definition 1**   **4**
           mark)
     ii.   Definition of chart **(1.5 marks),**   **6**
           Types of chart available in Excel **(4.5 marks).**
OR   iii. What is function in excel and describe following functions: **6**
           (each part 1 mark)
           (a) COUNT(), (b) MAX(),   (c) Average(), (d) SUM()
           (e) IF   (f) MIN()

Q.6   Attempt any two:
     i.   Definition of Animation **(1.5 marks),** steps to apply animation   **5**
           (3.5 marks)
     ii.   Write short note on : **(each part 2.5 marks)**   **5**
           a)   Views in Power Point   b)   Slide show
     iii. 5 Advantages of Power Point. **(2.5 marks)**   **5**
           5 Disadvantages of Power Point **(2.5 marks)**

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