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

Faculty of Engineering / Science

End Sem (Odd) Examination Dec-2019

CA3EG01 Office Automation

Programme: BCA-MCA   Branch/Specialisation: Computer

(Integrated) / BCA   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. Add new computer hardware option exists in   1
(a) Main menu   (b) Status bar
(c) Task bar   (d) Control panel

ii. A _____ is a named Location on disk where files are stored.   1
(a) Folder   (b) Pod   (c) Version   (d) None of these

iii. Superscript, subscript, strikethrough is known as   1
(a) Font Face   (b) Font Style
(c) Font Effects   (d) Font Format

iv. Which shortcut key is used to create a new document in MS   1
office?
(a) Ctrl + N   (b) Ctrl + O   (c) Ctrl + F   (d) Ctrl + P

v. By default, Footers are printed on: 1
(a) First Page   (b) Last Page   (c) All Pages   (d) Even Pages

vi. Maximum number of columns a table can have?   1
(a) 6   (b) 10   (c) 13   (d) 26

vii. Which one is not a Function in MS Excel?   1
(a) Min   (b) Max   (c) Avg   (d) Sum

viii. The ____ feature of MS Excel quickly completes a series of data   1
(a) Fill Auto   (b) Sorting   (c) Fill Series   (d) Auto Complete

ix. Slide sorter can be accessed from which menu?   1
(a) Insert   (b) View   (c) Edit   (d) File

x. Which one is not table view in MS Access?   1
(a) PivotData View   (b) PivotTable View
(c) Datasheet View   (d) Design View

P.T.O.

Q.2   Attempt any two:
i. How can we create user in windows?   5
ii. Explain recycle bin along with its uses.   5
iii. Explain various operations which can be applied on file and   5
folders.

Q.3 i. Explain various Page views.   3
ii. Explain Word Processing along with basic features and area of   7
use.
OR iii. What do mean by office suite? Compare open Office and MS   7
Office.

Q.4 i. Explain uses of header and footer. Can we apply same header on   4
alternate page of word file?
ii. What do you mean by mail merge? Write down the steps to create   6
mail merge document.
OR iii. Explain utility of reference. Write steps to add references on   6
document.

Q.5   Attempt any two:
i. Write down the differences between workbook and worksheets.   5
ii. Explain cell formatting including border and shading.   5
iii. Explain Freezing option in MS Excel.   5

Q.6   Attempt any two:
i. What is transition? How it is applied on slide?   5
ii. Can we show the slide show of selected slides in Power Point?   5
Explain.
iii. Can we import data from another source in MS Access? Explain.   5

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Marking Scheme
CA3EG01 Office Automation

Q.1 i. Add new computer hardware option exists in   **1**
(d) Control panel

     ii. A _____ is a named Location on disk where files are stored.   **1**
(a) Folder

     iii. Superscript, subscript, strikethrough is known as   **1**
(c) Font Effects

     iv. Which shortcut key is used to create a new document in MS   **1**
office?
(a) Ctrl + N

     v. By default, Footers are printed on: **1**
(c) All Pages

     vi. Maximum number of columns a table can have?   **1**
(d) 26

     vii. Which one is not a Function in MS Excel?   **1**
(c) Avg

     viii. The ____ feature of MS Excel quickly completes a series of data   **1**
(c) Fill Series

     ix. Slide sorter can be accessed from which menu?   **1**
(b) View

     x. Which one is not table view in MS Access?   **1**
(a) PivotData View

Q.2   Attempt any two:

     i. Create user in windows   **5**

     ii. Recycle bin   2 marks   **5**
Its uses   3 marks

     iii. Operations which can be applied on file and folders.   **5**

Q.3 i. Page views.   **3**

     ii. Word Processing   2 marks   **7**
Basic features   3 marks
Area of use   2 marks

OR iii. Office suite   3 marks   **7**
Compare open Office and MS Office   4 marks

Q.4 i. Uses of header and footer   2 marks   **4**
Step to apply same header on alternate page   2 marks

     ii. Mail merge   2 marks   **6**
Steps to create mail merge document   4 marks

OR iii. Utility of reference   2 marks   **6**
Steps to add references on document   4 marks

Q.5   Attempt any two:

     i. Differences between workbook and worksheets.   **5**

     ii. Cell formatting including border and shading.   **5**
Stepwise marking

     iii. Freezing option in MS Excel.   **5**
Stepwise marking

Q.6   Attempt any two:

     i. Transition   2 marks   **5**
Application on slide   3 marks

     ii. Can we show the slide show of selected slides in Power Point?   **5**
Stepwise marking

     iii. Can we import data from another source in MS Access?   **5**
Stepwise marking

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