

Roll No.....

Total Pages: 3
1892

BCA/M-17
OFFICE AUTOMATION TOOLS
Paper: BCA-124

Time: Three Hours

Maximum Marks: 80

Note: Attempt five questions in all, selecting at least one question from each Unit. No.1 is compulsory. All questions carry equal marks.

Compulsory Question

1. (a) What is a margin?
(b) Define Tracking.
(c) What is bookmark?
(d) What is purpose of layering art objects?
(e) What is purpose of document dictionary.
(f) What are the Pagemaker preferences?

Unit-I

2. What is meant by DTP? Explain any three DTP package.
3. Explain various components of Pagemaker. Also explain various features of Pagemaker.

Unit-II

4. (a) Explain various paragraph setting features.
(b) Explain various text formatting features.
4. Explain various options available for editing a publication in Pagemaker.

Unit-III

6. Explain, how to create, edit and open a document in MS-Word. Also explain , how to apply auto text, auto correct and checking spelling? How to create and manage table in MS-Word?
7. Explain the features mail merge and macro in Ms-Word.

Unit-IV

8. Explain various features available in Power Point.
9. Explain various animation and sound effects in Power Point. Also explain, how to insert Word Art and Excel Chart in a presentation?