

BCA/M-16
OFFICE AUTOMATION TOOLS
PAPER-BCA-124

Time Allowed: 3 Hours

Maximum Marks: 80

Note: Attempt five questions in all. Question No. 1 is compulsory. All questions carry equal marks.

Compulsory Question

1. (a) What is purpose of linking and embedding of object?
(b) What is purpose of working with columns.
(c) Explain word wrap.
(d) What is the purpose of document setup dialog box in pagemaker?
(e) What is the purpose of In-built sound effect?
(f) What is meant by pagemaker Preferences? Explain.

Unit-I

2. Which are hardware and software requirements of Desk top publishing. What is the purpose of window control option in paragraph specification dialog box in Pagemaker.
3. Explain any four DTP packages in brief.

Unit-II

- 4 Explain various text formatting feature in Pagemaker
- 5 Explain various text editing feature in Pagemaker.

Unit-III

6. (a) What are the advantages and disadvantages of office Automation? Explain.
(b) Explain various steps to create a style in MS-Word
7. (a) What is purpose of autotext in MS-Word.
(b) Explain various steps to add a hyper link in MS-Word

Unit-IV

- 8 (a) What is purpose of Powerpoint? Explain various application of power point .
(b) Explain various steps to insert, move and resize text box on a slide.
9. (a) Explain various steps to insert recorded sound effect.
(b) Explain various steps to insert animated pictures.