

Roll No.....

Total Pages: 3  
**1907**

**BCA/M-18**  
**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. What is :
  - (a) DTP
  - (b) PageMaker
  - (c) Header
  - (d) Indent
  - (e) Autocorrect
  - (f) Mail Merge
  - (g) Pie Chart
  - (h) Word Art.

**UNIT-I**

2. Explain Desktop publication along with its features and applications.

**OR**

What is PageMaker? Explain its various features.

**UNIT-II**

3. What is a publication in PageMaker? What is story editor in PageMaker? Explain its uses.

**OR**

Write steps for creating a sample publication on any one of the topic :

- (i) Car Sales Brochure
- (ii) Restaurant Food Menu
- (iii) College Admission Notice.

**UNIT-III**

4. What is a word processor? Explain with various text and paragraph formattings.

**OR**

What is Mail Merge? Write a sample letter inviting students for Alumni Meet using Mail-Merge wizard.

## UNIT-IV

5. What is PowerPoint? What are its uses? Explain how to use animation in PowerPoint.

OR

What is spread sheet? What are different types of charts in MS-Excel? Draw a pie chart for the following data :

Year (2015-2016)	Expenses (in lakhs)
April-June	10
July-September	15
October-December	05
January-March	20