BCA / M-19

OFFICE AUTOMATION TOOLS

Paper–BCA–124

Time allowed : 3 hours]   *[Maximum marks : 80*

*Note :- Answer **five** questions in all, selecting **one** question from each unit in addition of the **Compulsory question No.1**.*

Compulsory Question

1. What is: 8×2=16

   (a) DTP

   (b) PageMaker

   (c) Footer

   (d) Story Editor

   (e) Macro

   (f) OLE

   (g) Animation

   (h) Bar Chart

Unit–I

2. What is Page Maker? Compare Page Maker with other DTP packages.   16

   or

   Explain Desktop publication and its features and applications.

Unit–II

3. What is PageMaker? Explain following with reference to PageMaker: 16

                             [Turn over

- Indent
- Styles
- Hyphenation
- Header & Footer

or

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

- Car Sales Brochure
- Restaurant Food Menu
- College Admission Notice

Unit–III

4. "A word-processor is a software used for storing, manipulating, and formatting text entered from a keyboard and providing a printout". Justify this statement.   16

or

What is Mail Merge? Describe steps of Mail-Merge wizard.

Unit–IV

5. Explain how animations can be used to make a PowerPoint presentation more effective.   16

or

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

1929

Year (2015 – 2016)	Sales Target
April	12
May	13
June	36
July	8
August	10
September	10
October	8
November	31
December	27
January	25
February	40
March	30