

Roll No.

Total No. of Questions : 9]
(2021)

[Total No. of Printed Pages : 3

**BCA (CBCS) RUSA 1st Semester
Examination**

4041

OFFICE AUTOMATION TOOLS

BCA-0105

Time : 3 Hours]

[Maximum Marks : 70

Note :- Part-A is compulsory. Attempt *one* question each from Parts-B, C, D and E.

Part-A

(Compulsory Question)

1. (A) (i) Describe DISKCOMP command in MS-DOS.
- (ii) What is Desktop ?
- (iii) What is the purpose of Start Button ?
- (iv) Explain the term Range.
- (v) What are Marcos ?
- (vi) Describe filter command in Excel.

C-588

(1)

Turn Over

(vii) What is a Hyperlink ?

(viii) Define presentation.

(ix) What does a Ribbon contain ?

(x) What do you mean by Graphic User Interface (GUI) ?

1×10=10

(B) (i) Explain the different dialog box used in MS-Word.

(ii) What is slide sorter view ? How to manipulate slides in slide sorter view ?

(iii) Explain find and replace.

(iv) What are the methods available to edit the cell content in MS-Excel ?

(v) What is the need for Office Automation ?

4×5=20

Part-B

10 each

2. Elaborate the concept of files and directories in detail.

3. Discuss My Computer. Explain the properties which can be accessed through it.

Part-C

10 each

4. Discuss the purpose of short cut keys. Explain any shortcut keys.

C-588

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5. (a) What are the different options to save a document in MS-Word ?

(b) Throw light on templates in MS-Word. How to create a new document with template ?

Part-D

10 each

6. How to design a formula in MS-Excel ? Write down the steps to calculate the average of 10 numbers entered in a spreadsheet.

7. Explain the function of autofill in MS-Excel. What are the different modes of autofill that can be applied ?

Part-E

10 each

8. Explain the main features of MS PowerPoint and its uses in business environment.

9. Explain how the following actions can be done in MS PowerPoint :

(a) Opening an existing presentation

(b) Saving presentation with different names at a particular location

C-588

(3)