

2. (a) Differentiate between Save and Save As.
- (b) Write a short note on Header and Footer.
- (c) Explain Find and Replace.
- (d) Discuss about import and export data in Excel.
- (e) Write a short note on Slide Transition. 5×4=20

Part-B

3. Write a short note on Control panel and My Computer.
4. Discuss FORMAT, DISKCOPY and Wildcard Characters. 10

Part-C

5. Describe how to add or remove items from the menus in Microsoft Word. 10
6. Explain the process of mail merge in MS Word.

Part-D

7. Describe how to share and link Excel worksheet.
8. Explain with example, the method of doing calculations in Excel. 10

Part-E

9. Discuss about custom animation and inserting sound and movies in PowerPoint Presentation.
10. Describe the different toolbars and their functions available in PowerPoint Presentation. 10

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(4)

Total No. of Questions : 10] [Total No. of Printed Pages : 4
(1108)

**B.C.A. UG (CBCS) RUSA Ist Semester
Examination**

4209

**OFFICE AUTOMATION TOOLS
BCA-0105**

Time : 3 Hours]

[Maximum Marks : 70

Note :- Attempt all questions.

Part-A

1. (a) Which command displays all files having the same name but different extension ?
 - (i) filename.*
 - (ii) filename.ext
 - (iii) filename.sys
- (b) Which is the command to delete directory that is empty ?
 - (i) RD
 - (ii) DEL
 - (iii) ERASE

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(1)

Turn Over

- (c) CHKDSK command is used to :
- (i) Analyze Hard Disk errors
 - (ii) Diagnose Hard Disk Error
 - ☒ (iii) Both
- (d) Which function key is used as a toggle key to changing cell referencing mode ?
- ☒ (i) F5
 - (ii) F6
 - (iii) F4
- (e) is used to apply border around the document :
- (i) Page Border
 - ☒ (ii) Document Border
 - (iii) Para Border
- (f) Which function will be used to add name and address of different recipient for each copy of the letter ?
- (i) Labels
 - ☒ (ii) Mail Merge
 - (iii) Drop Cap

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(2)

- (g) What is the default font of MS Word 2007 document ?
- (i) Veranda
 - (ii) Times New Roman
 - ☒ (iii) Calibri
- (h) If we press F7 in a word file, it will
- (i) Spelling and Grammar
 - (ii) Create new paragraph
 - (iii) Count total number of words in the page
- (i) Which language is used to build macros in Word Document ?
- (i) C++
 - (ii) Visual Basic
 - (iii) COBOL
- (j) The intersection of rows and column is called
- ☒ (i) Spreadsheet
 - (ii) Worksheet
 - (iii) Cell

10×1=10

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(3)

Turn Over