BCA UG (CBCS) RUSA Ist Semester Examination

3599

OFFICE AUTOMATION TOOLS
BCA–0105

Time : 3 Hours]   [Maximum Marks : 70

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

Part–A

(Compulsory Question)

1. (A) (i)   Define a Task bar.

    (ii) Which data can be inserted using autofill feature ?

    (iii) Mention redirection operator symbols used in DOS.

C–739   (1)   Turn Over

Part–D

6. Write short notes on the following in Excel :

    (a)   Goal seek

    (b)   Pivot Tables.   5×2=10

7. Describe any *five* features of MS Excel.   10

Part–E

8. Elucidate the various views used in PowerPoint.   10

9. What do you understand by :

    (a)   Master Slide

    (b)   Slide Transition.   5×2=10

C–739   (4)

(iv) What is the purpose of DOS command CD ?

(v) Give the syntax for DOS Command to delete a file 'ABC' in such a way that the system prompts to verify whether the file is to be erased.

(vi) List names of page orientation.

(vii) What is the minimum font size of text in Word ?

(viii) Give four names of alignment types of text.

(ix) Specify the first character to be typed while writing down a formula in Excel.

(x) Name the views of windows calculator.

1×10=10

(B) (i) Differentiate between shortcut key and hotkey.

(ii) Define a template.

(iii) In charts of Excel define Title, Data label and Legend.

(iv) Why are DOS Commands divided into Internal and External commands ?

(v) List any two examples where range of cells are used in Excel.   4×5=20

Part-B

2. (a) Write and explain the complete syntax of DOS command Format with all its options.

(b) Describe wild card characters used in DOS. Along with their purpose. Give examples in support of your answer.   5×2=10

3. (a) Define Recycle Bin. What is the need of recycle bin ? Can it be removed ?

(b) Discuss any *two* programs of accessories.   5×2=10

Part-C

4. Explain in detail the spell check features of MS-Word.   10

5. Describe all the steps of Mail Merge.   10

Roll No. ....

Total No. of Questions : 9]   [Total No. of Printed Pages : 3

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BCA (CBCS) RUSA Ist 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 SM-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.

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

Total No. of Questions : 10]   [Total No. of Printed Pages : 3

(2111)

BCA (CBCS) RUSA Ist Semester Examination

4512

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. (i)   Name any *two* DOS External Commands.

    (ii) What is the purpose of the DOS Command ECHO OFF ?

    (iii) What is the maximum font size allowed in Word ?

    (iv) List name of indent in Word.

(v) Which is the function key for slide show in PowerPoint ?

(vi) Name any *two* document views of Word.

(vii) What is slide sorter in PowerPoint ?

(viii) Define Wrap Text.

(ix) What is the maximum zoom in size in Excel ?

(x) Define absolute address as used in Excel. 1×10=10

2. (a) Define a Macro.

(b) Explain the purpose of Redirection Operators.

(c) Differentiate between Menu Bar and Tool Bar.

(d) Describe the margins used in word.

(e) Define a Cell.

Part-B

10 each   4×5=20

3. Explain all the different ways by which PATH command may be used. Mention syntax and examples in support of your answer.

4. Define Windows. Describe any *five* features of windows.

Part-C

10 each

5. Explain in detail the formatting feature of MS Word.

6. Write short notes on the following :

(a) Thesaurus

(b) Print Feature of Word

Part-D

10 each

7. Elaborate any *five* logical functions used in Excel.

8. Write short notes on the Chart and its types used in Excel.

9. Using example explain action buttons as used in PowerPoint.

Part-E

10 each

10. Define Animation. Elaborate the different opions available in animation.

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

MC–668   (1)   Turn Over

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

MC–668   (4)

(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

(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 $10 \times 1 = 10$