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

BCA UG (CBCS) RUSA Ist Semester Examination

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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.

(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.

$1 \times 10 = 10$

(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. $4 \times 5 = 20$

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. $5 \times 2 = 10$

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

(b) Discuss any *two* programs of accessories. $5 \times 2 = 10$

Part–C

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

5. Describe all the steps of Mail Merge. 10