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

Part-B

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. 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.

C-575 (2)

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.

Part-E 10 each

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

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

C-575 (3)