

**TKN/KS/16/5955**

**Bachelor of Computer Applications (B.C.A.)**

**Semester-I (CBS) Examination**

**OFFICE AUTOMATION**

**Paper—VI**

Time—Three Hours]

[Maximum Marks—50

**N.B.:**— (1) All questions are compulsory.

(2) Draw diagrams wherever necessary.

**EITHER**

1. (A) What are the advantages of Windows Operating System ? 5

(B) Write a note on :

(i) Windows Explorer

(ii) Recycle Bin 5

**OR**

(C) What are the uses of control panel in Windows Operating System ? 5

(D) Explain how to edit graphics in Windows Operating System. 5

**EITHER**

2. (A) Give the steps to create a new document in Word. 5  
 (B) Explain any three document formatting operations. 5

**OR**

- (C) Explain saving, opening and closing of Word document. 5  
 (D) Write a note on mail-merge. 5

**EITHER**

3. (A) Explain different operations that can be performed on Excel worksheet. 5  
 (B) Write down the steps to insert a function in MS-Excel. 5

**OR**

- (C) Explain chart creation in MS-Excel. 5  
 (D) Explain following functions with example.  
 (i) SQRT( )  
 (ii) MAX( )  
 (iii) MIN( ) 5

**EITHER**

4. (A) What are the uses of MS-PowerPoint ? List different toolbars available in MS PowerPoint. 5  
 (B) Write the procedure for inserting clipart to a slide in MS PowerPoint. 5

**OR**

- (C) What is a slide ? Explain different operations possible with a slide. 5  
 (D) Write a note on organization chart in MS PowerPoint. 5

5. (A) Write short notes on :  
 (i) My Document 2½  
 (ii) My Computer 2½  
 (B) What is header and footer in word document ? Explain the steps to create header and footer. 2½  
 (C) Explain the terms 'data form' and 'data sort' in MS-Excel. 2½  
 (D) What is master slide in MS PowerPoint ? Write the procedure to create duplicate slides. 2½

**Bachelor of Computer Application (B.C.A.) Semester-I (C.B.S.) Examination**

**OFFICE AUTOMATION**

**Paper-VI**

Time : Three Hours]

[Maximum Marks : 50

**N.B. :—** (1) **ALL** questions are compulsory and carry equal marks.

(2) Draw diagrams wherever necessary.

**EITHER**

1. (A) State the advantages of Windows Operating System. 5  
(B) How will you search files and folders in Windows Operating System ? 5

**OR**

- (C) What is the use of control panel in Windows Operating System ? 5  
(D) Explain the new features in Windows XP. 5

**EITHER**

2. (A) Explain parts of Word Window. 5  
(B) Explain different operations that we can perform on a text; also list shortcut key combination for it. 5

**OR**

- (C) How will you create and print a Word Document ? 5  
(D) Explain the use of Mail-Merge in detail. 5

**EITHER**

3. (A) Explain the different operations that can be performed on a cell. 5  
(B) Explain SQRT( ), MAX ( ) and MIN ( ) functions in detail. 5

**OR**

- (C) How will you use a formula in Excel ? Explain with example. 5

(D) Give the use of following MS-Excel functions :

(i) ROUND ( )

(ii) COUNT ( )

(iii) ABS ( )

(iv) UPPER ( )

(v) LOWER ( )

5

**EITHER**

4. (A) Explain standard toolbar and drawing a toolbar in MS-PowerPoint.

5

(B) Explain how to insert clipart in PowerPoint Presentation.

5

**OR**

(C) Write a note on Master Slide and its operations.

5

(D) Explain organization chart in detail.

5

5. Attempt **ALL** :

(a) Write short notes on :

(i) Windows Explorer.

(ii) GUI.

2½

(b) List the components of Format menu in MS-Word. Explain any two of them.

2½

(c) Explain the procedure for :

(i) Copying data between worksheets.

(ii) Chart creation.

2½

(d) List different animation effects in MS-PowerPoint. Explain any two of them.

2½

NTK/KW/15/5955

- (G) What is MAX () in Excel ?
- (H) What is the Extension of MS-Excel ?
- (I) In which menu chart option is available in MS-Excel ?
- (J) What is the full form of PPT ?
- (K) Which short cut keys are used to Bold the selected text ?
- (L) How to start PowerPoint ? 1×10=10

**Bachelor of Computer Application (B.C.A.) Semester-I**  
**Examination**  
**OFFICE AUTOMATION**  
**Paper-VI**

Time—Three Hours]

[Maximum Marks—50

- N.B. :-** (1) All questions are compulsory and carry equal marks.
- (2) Draw neat and labelled diagram wherever necessary.

1. **EITHER**

- (A) What is icon ? Explain different types of icon in brief. 5
- (B) Discuss on any two system tools of Windows O.S. 5

**OR**

- (C) How does Help feature work in Windows O.S. ? Explain. 5
- (D) What is taskbar ? Write proper steps to change taskbar properties. 5

2. **EITHER**

(A) Explain how you will create, open, save and close a document in MS-Word. 5

(B) Discuss different applications of MS-Word. 5

**OR**

(C) What is mail merge ? Explain in brief. 5

(D) Write a detailed note on insert menu of MS-Word. 5

3. **EITHER**

(A) What is function ? Explain any four mathematical functions in MS-Excel. 5

(B) What is chart creation ? Explain data form and data sort. 5

**OR**

(C) What is navigating ? Explain Excel toolbar and its operations. 5

(D) What is spread sheet ? Discuss the advantages of spread sheet. 5

4. **EITHER**

(A) Write a note on Custom Animation and Slide transition. 5

(B) Explain auto-context wizard in detail. 5

**OR**

(C) Explain how editing text on a slide is done; explain each way. 5

(D) Explain Pack and go option of MS-PowerPoint in detail. Explain how it is beneficial. 5

5. Attempt any **TEN** :

(A) What do you mean by GUI ?

(B) What do you understand by My-documents ?

(C) Write the work of help feature in Windows O.S.

(D) Clipart option is available in which menu ?

(E) How to create a document in MS-Word ?

(F) What do you mean by spell check in MS-Word ?

**Bachelor of Computer Application (B.C.A.) Semester—I (C.B.S.) Examination**

**OFFICE AUTOMATION**

**Paper—VI**

Time : Three Hours]

[Maximum Marks : 50

**N.B. :**— (1) **ALL** questions are compulsory and carry equal marks.

(2) Draw neat and labelled diagram wherever necessary.

**EITHER**

1. (A) What are features of Windows operating system ? 5

(B) What are shortcuts in Windows ? Give different ways of creating shortcuts. 5

**OR**

(C) Discuss the process of changing system setting in Windows. 5

(D) Write short notes on :

(i) System tools

(ii) GUI. 5

**EITHER**

2. (A) What are the different parts of Word window ? 5

(B) Give steps to create a template in Word. 5

**OR**

(C) How can we create a table in MS-Word ? 5

(D) Explain Mail Merge in detail. 5

**EITHER**

3. (A) Explain the functions :

(i) Sumif( )

(ii) Round( )

(iii) Average( ). 5

(B) How can we sort and filter the data in MS-Excel ? 5

**OR**

(C) What are the steps involved in creating the chart ? 5

(D) What are the steps involved to copy a worksheet and paste it to a new worksheet ? 5

**EITHER**

4. (A) What are the uses of MS-PowerPoint ? List different toolbars available in MS-PowerPoint. 5
- (B) Write a note on Auto Content Wizard. 5

**OR**

- (C) How can we assign animation effect to a slide ? 5
- (D) What is a Master Slide ? Write a procedure to create duplicate slides. 5
5. Attempt *all* :
- (A) Write notes on :
- (i) My Network Places
  - (ii) Internet Explorer. 2½
- (B) Write a procedure to insert picture and textbox in Word document. 2½
- (C) Explain the term Data form in MS-Excel. 2½
- (D) Write a note on Organization Chart. 2½

www.rtmnuonline.com



**Bachelor of Computer Application (B.C.A.) Semester—I (C.B.S.) Examination**

**OFFICE AUTOMATION**

**Paper—VI**

Time : Three Hours]

[Maximum Marks : 50

**N.B. :—** (1) **ALL** questions are compulsory and carry equal marks.

(2) Draw neat and labelled diagram wherever necessary.

**EITHER**

1. (A) What are features of Windows operating system ? 5

(B) What are shortcuts in Windows ? Give different ways of creating shortcuts. 5

**OR**

(C) Discuss the process of changing system setting in Windows. 5

(D) Write short notes on :

(i) System tools

(ii) GUI. 5

**EITHER**

2. (A) What are the different parts of Word window ? 5

(B) Give steps to create a template in Word. 5

**OR**

(C) How can we create a table in MS-Word ? 5

(D) Explain Mail Merge in detail. 5

**EITHER**

3. (A) Explain the functions :

(i) Sumif( )

(ii) Round( )

(iii) Average( ). 5

(B) How can we sort and filter the data in MS-Excel ? 5

**OR**

(C) What are the steps involved in creating the chart ? 5

(D) What are the steps involved to copy a worksheet and paste it to a new worksheet ? 5

**EITHER**

4. (A) What are the uses of MS-PowerPoint ? List different toolbars available in MS-PowerPoint. 5
- (B) Write a note on Auto Content Wizard. 5

**OR**

- (C) How can we assign animation effect to a slide ? 5
- (D) What is a Master Slide ? Write a procedure to create duplicate slides. 5
5. Attempt *all* :
- (A) Write notes on :
- (i) My Network Places
  - (ii) Internet Explorer. 2½
- (B) Write a procedure to insert picture and textbox in Word document. 2½
- (C) Explain the term Data form in MS-Excel. 2½
- (D) Write a note on Organization Chart. 2½

**Bachelor of Computer Application (B.C.A.) Semester—I Examination**  
**OFFICE AUTOMATION**  
**Paper—VI**

Time : Three Hours]

[Maximum Marks : 50

- N.B. :-** (1) **ALL** questions are compulsory and carry equal marks.  
 (2) Draw neat and labelled diagram wherever necessary.

**EITHER**

1. (A) Explain Advantages of Windows Operating System. 5  
 (B) Give new features of Windows XP over Windows OS. 5

**OR**

- (C) What is Windows Explorer and Control Panel ? 5  
 (D) What is the use of My Computer and My Documents ? 5

**EITHER**

2. (A) Give structure of Word Documents by explaining its parts. 5  
 (B) What is a table ? Write a procedure to create a table in Word. 5

**OR**

- (C) Explain Mail Merge in word. 5  
 (D) Explain the formatting Cut, Copy and Paste Options in Word. 5

**EITHER**

3. (A) Explain the structure of MS-Excel in detail. 5  
 (B) Explain the following functions with example : 5

- (1) Count ( )  
 (2) Max ( )  
 (3) Round ( )  
 (4) Sum ( )  
 (5) Lower ( ).

**OR**

- (C) What is Worksheet ? Write a procedure to copy one Worksheet to another. 5  
 (D) Explain the procedure to create a graph in Excel with example. 5

**EITHER**

4. (A) What is PowerPoint ? Explain Clip art in PowerPoint. 5  
 (B) Explain standard tool bar and formatting tool bar in PowerPoint. 5

**OR**

- (C) Explain the following features in PowerPoint : 5  
 (1) Text Styling  
 (2) Animation Setting.  
 (D) Explain Auto Content Wizard in PowerPoint. 5

5. Attempt **ALL** :
- (A) Explain the use of Run Command. 2½
  - (B) Explain Mail Merge in Wordstar. 2½
  - (C) Explain the following functions in Excel : 2½
    - (1) Now ( )
    - (2) Today ( ).
  - (D) Write a procedure to insert clip art in PowerPoint. 2½