105 - Paper-V : Office Automation

P. Pages : 1   **GUG/S/18/10035**

Time : Three Hours ||||||||||||||||||||||| Max. Marks : 40
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Notes : 1. All questions are compulsory and carry equal marks.
         2. Draw neat and labelled diagram and use supporting data wherever necessary.
         3. Avoid vague answers and write specific points / answer related to question.

1.   Either

   a) What do you mean by office Automation.   **4**

   b) List uses of fax machine in office Automation.   **4**

                                          OR

   c) List different types of printer & explain any two.   **4**

   d) Discuss the importance of Internet in office work.   **4**

2.   Either

   a) What is word? List the feature of MS-word.   **4**

   b) Explain the term.   **4**
       i)   Cut   ii)   Copy
       iii) Paste   iv)   Undo

                                          OR

   c) Explain the features of spelling and grammar option supported by MS-word.   **4**

   d) What is table? How will you create table in MS-word.   **4**

3.   Either

   a) List the components of excel window.   **4**

   b) Explain the features of MS-Excel.   **4**

                                          OR

   c) Write a procedure to create a new workbook.   **4**

   d) What do you mean by editing and formatting chart?   **4**

4.   Either

   a) Explain feature of MS-power point.   **4**

   b) Explain formatting Toolbar in MS-power point.   **4**

                                          OR

   c) Explain how to insert a picture on a slide.   **4**

   d) Explain Drawing tool bar.   **4**

5.   Solve all questions.

   a) Explain E-governance.   **2**

   b) Explain mail merge.   **2**

   c) What is the use of chart?   **2**

   d) Explain Design template.   **2**

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