

B.C.C.A. - I Sem-I (Old)
0209 - Office Automation Paper - VI

P. Pages : 1

Time : Three Hours



GUG/S/19/826

Max. Marks : 80

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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 point/answer related to question.

- 1.** Either
- a) Define office and explain need of office automation. **8**
- b) Write a note on: **8**
- i) Fax machine ii) Printer
- OR**
- c) Explain the concept of internet for business conferencing in detail. **8**
- d) Define computer and list various characteristics of computer. **8**
- 2.** Either
- a) Define word processing and list various features of MS-Word. **8**
- b) Explain in detail different option of print preview and page setup. **8**
- OR**
- c) Define Mail Merge. Write steps to create a Mail Merge document. **8**
- d) What is table? Write steps to create table in MS-word. **8**
- 3.** Either
- a) Explain the concept of spreadsheet with features. **8**
- b) List various formatting features available in MS-Excel. **8**
- OR**
- c) What are charts? Explain in detail column chart and pie chart. **8**
- d) Describe excel toolbars with different options in detail. **8**
- 4.** Either
- a) Briefly explain various features of MS-powerpoint. **8**
- b) Define standard toolbars and list various options of it. **8**
- OR**
- c) List different types of layout available in MS-powerpoint. **8**
- d) Write a note on: **8**
- i) slide transition ii) text styling
- 5.** Solve all the questions.
- a) Write a short note on E-governance. **4**
- b) Define : i) Paragraph Alignment ii) Line spacing **4**
- c) Explain concept of database in Excel. **4**
- d) Write short note on graph in MS-Powerpoint. **4**
