

BCOM237D-Group D - Information Technology- Office Automation Paper – VII

P. Pages : 1

Time : Three Hours

**GUG/S/19/897**

Max. Marks : 50

- Notes :
1. All questions are compulsory and carry equal marks.
 2. Draw neat and labelled diagram wherever necessary.
 3. Avoid vague answers and write the answers relevant to questions only.

1. Either
 - a) Explain how office Automation is useful for business and official work. **5**
 - b) What is E-Commerce? Explain its advantages. **5**

OR

 - c) Discuss use of Internet for business conferencing. **5**
 - d) What is the need and importance of fax machine in office. **5**
2. Either
 - a) Explain the print dialog box in detail. **5**
 - b) What is mail merge? Write down the procedure to create mail merge. **5**

OR

 - c) Explain following utility in MS-word **5**
 - i) Copy ii) Find iii) Replace
 - iv) Goto v) Cut
 - d) What do you mean by line spacing? Explain various option in line spacing. **5**
3. Either
 - a) What is spreadsheet? Explain features of MS-Excel in detail. **5**
 - b) Write down the procedure to create chart. Also explain pie chart. **5**

OR

 - c) List and explain the items available in MS-Excel toolbar. **5**
 - d) Discuss formatting toolbar in MS-Excel. **5**
4. Either
 - a) Explain the feature of MS-powerpoint. **5**
 - b) Discuss standard toolbar in MS-powerpoint. **5**

OR

 - c) Explain how to Insert a picture on a slide, write steps to insert animation in slide. **5**
 - d) Explain different types of layout in detail. **5**
5. Solve all the Question.
 - a) Write a short note on E-Governance. **2½**
 - b) Explain Alignment in MS-word. **2½**
 - c) Give the uses of Bar chart. **2½**
 - d) Write a note on slide transition. **2½**
