

Bachelor of Commerce (B.Comm)-II Third Semester Old
BCOM237D - Group-D-Paper-VII : Information Technology (Office Automation)

P. Pages : 1

GUG/W/18/897

Time : Three Hours



Max. Marks : 50

- Notes :
1. All questions are compulsory and carry equal marks.
 2. Draw neat and labelled diagram and use supporting data wherever necessary.
 3. Audio vague answer and write specific point/answer related to question.

1. EITHER.
- | | |
|---|---|
| a) Explain Need of office Automation in detail. | 5 |
| b) What is E-mail? Explain in detail. | 5 |
| OR | |
| c) What is E-governance? Explain in detail. | 5 |
| d) What is fax machine? Explain in detail. | 5 |
2. EITHER.
- | | |
|--|---|
| a) Explain the features of MS-word. | 5 |
| b) Explain page setup menu in detail. | 5 |
| OR | |
| c) Explain copy, cut, paste steps in detail. | 5 |
| d) What is different between save and save As? | 5 |
3. EITHER.
- | | |
|--|---------------|
| a) Explain the features of MS-Excel. | 5 |
| b) Explain formatting toolbar in MS-Excel. | 5 |
| OR | |
| c) Explain the terms in detail. | 5 |
| 1) Column chart. | 2) Pie Chart. |
| d) How will you edit and format charts in MS-Excel? Explain in detail. | 5 |
4. EITHER.
- | | |
|---|---|
| a) Explain the feature of MS-power points. | 5 |
| b) Explain standard toolbar in detail. | 5 |
| OR | |
| c) How will you Insert clip Art? Explain in detail. | 5 |
| d) How will you move the frame? Explain in detail. | 5 |
5. Attempt all questions.
- | | |
|---------------------------------|----|
| a) What is E-commerce? | 2½ |
| b) What is Mail-merge? Explain. | 2½ |
| c) What is formatting charts? | 2½ |
| d) What is design template? | 2½ |
