P3-PCCCAT103.1 Paper-III Elective-I : Office Automation

P. Pages : 2

Time : Three Hours

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Max. Marks : 80

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Notes :
1. All questions are compulsory and carry equal marks.
2. Draw neat and labeled diagram and use supporting data wherever necessary.
3. Avoid vague answers and write specific points/ answers related to questions.

1. Either

a) Explain the concept of office Automation with its need in detail. **8**

b) What do you mean by Business conferencing Explain in detail. **8**

OR

c) Explain in detail about Voice Mail and Fax Machine. **8**

d) Explain following in detail; **8**

i) E-Commerce

ii) E-Governance

2. Either

a) What do you mean by word processing? Explain features of MS- Word in detail. **8**

b) Explain following concepts related with MS- Word; **8**

i) Creating Document.

ii) Opening existing Document.

OR

c) Explain following concepts in detail: **8**

i) Select   ii) Find

iii) Replace   iv) Goto

d) Explain the working of line spacing. Also explain working with table. **8**

3. Either

a) Explain why spreadsheet is useful. Explain different features of spreadsheet. **8**

b) Explain in detail about Excel toolbars and their different operations. **8**

OR

c)	Explain different types of charts available in MS- Excel.	**8**
d)	Explain following concepts in detail:	**8**
	i) Goal Seek	
	ii) Database in Excel	

4. Either
a)	What do you mean by presentation? Explain the features of MS- Powerpoint.	**8**
b)	Explain following toolbars of MS- Powerpoint.	**8**
	i) Formatting Toolbar.	
	ii) Drawing Toolbar.	

OR

c)	Explain the concept of moving the frame and inserting clip Art in detail.	**8**
d)	Explain the concept of Entering Data in to graph Table in detail.	**8**

5. Attempt all the questions.
a)	Write a usage of Printer in ethics Automation work.	**4**
b)	Discuss in short about page preview. In MS-Word.	**4**
c)	Write a note on Editing cell Entries.	**4**
d)	Write in short about Layout in MS- Powerpoint.	**4**

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