

Roll No.

Total No. of Questions : 10]  
(2111)

[Total No. of Printed Pages : 3

**BCA (CBCS) RUSA Ist Semester  
Examination**

**4512**

**OFFICE AUTOMATION TOOLS**

BCA-0105

**Time : 3 Hours]**

**[Maximum Marks : 70**

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**Note :-** Part-A is compulsory. Attempt *one* question each from Parts-B, C, D and E.

**Part-A**

**(Compulsory Question)**

1. (i) Name any *two* DOS External Commands.
- (ii) What is the purpose of the DOS Command ECHO OFF ?
- (iii) What is the maximum font size allowed in Word ?
- (iv) List name of indent in Word.

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( 1 )

Turn Over

- (v) Which is the function key for slide show in PowerPoint ?
  - (vi) Name any *two* document views of Word.
  - (vii) What is slide sorter in PowerPoint ?
  - (viii) Define Wrap Text.
  - (ix) What is the maximum zoom in size in Excel ?
  - (x) Define absolute address as used in Excel.  $1 \times 10 = 10$
2. (a) Define a Macro.
- (b) Explain the purpose of Redirection Operators.
- (c) Differentiate between Menu Bar and Tool Bar.
- (d) Describe the margins used in word.
- (e) Define a Cell.  $4 \times 5 = 20$

**Part-B**

10 each

3. Explain all the different ways by which PATH command may be used. Mention syntax and examples in support of your answer.

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4. Define Windows. Describe any *five* features of windows.

**Part-C**

10 each

5. Explain in detail the formatting feature of MS Word.
6. Write short notes on the following :
- (a) Thesaurus
  - (b) Print Feature of Word

**Part-D**

10 each

7. Elaborate any *five* logical functions used in Excel.
8. Write short notes on the Chart and its types used in Excel.

**Part-E**

10 each

9. Using example explain action buttons as used in PowerPoint.
10. Define Animation. Elaborate the different options available in animation.