

Roll No.

Total No. of Questions : 9]
(2102)

[Total No. of Printed Pages : 3

**BCA (CBCS) RUSA 1st Semester
Examination**

3989

OFFICE AUTOMATION TOOLS

BCA-0105

Time : 3 Hours]

[Maximum Marks : 70

Part-A

(Compulsory Questions)

1. (A) (i) What is the purpose of Mail merge ?
- (ii) What is Window Accessories ?
- (iii) How to rename a file ?
- (iv) What is the purpose of Thesaurus ?
- (v) What is a formula in Excel ?
- (vi) Define Cell.
- (vii) Describe Goal Seek feature in MS-Excel.

C-761

(1)

Turn Over

(viii) Define animation used in MS PowerPoint.

(ix) What does a Slide layout contain ?

(x) Is DELTREE command in MS-DOS ?

Describe.

1×10=10

(B) (i) Explain opening window of MS Word.

(ii) Explain basic text editing.

(iii) State the technique to select text in a document in MS Word.

(iv) What is the use of Header and Footer in a word document ?

(v) Define Recycle bin. What is the use of Recycle Bin ?

4×5=20

Part-B

10 each

2. Define Control Panel. Discuss the features that can be controlled using Control Panel.

3. What are the different types of commands in DOS ?

Explain each with relevant syntax.

Part-C

10 each

4. Discuss the menu bar of MS Word 2007.
5. (a) Explain the procedure to insert 5 rows and 4 columns table in MS Word.
(b) Explain horizontal and vertical scroll bars.

Part-D

10 each

6. (a) Explain conditional formatting in MS Excel.
(b) What are Macros ? Explain the procedure to create a simple macro.
7. What are the different types of data visualization methods available in MS Excel ? Describe the procedure to add a bar graph in Spreadsheet.

Part-E

10 each

8. Write down the procedure to add special effects to a slide.
9. Briefly explain the function of slide show view in PowerPoint.