

Enrollment No.....



Faculty of Science
End Sem (Odd) Examination Dec-2018
CA3EG01 Office Automation

Programme: BCA

Branch/Specialisation: Computer
Application

Duration: 3 Hrs.

Maximum Marks: 60

Note: All questions are compulsory. Internal choices, if any, are indicated. Answers of Q.1 (MCQs) should be written in full instead of only a, b, c or d.

- Q.1 i. Operating System is like a **1**
(a) Parliament (b) Secretary
(c) Government (d) None of these
- ii. Windows operating system is used to **1**
(a) Coordinate computer activities
(b) Access files on computer
(c) Open and close programs on computer
(d) All of these
- iii. Which of these is not the right version of MS Office **1**
(a) Office XP (b) Office VISTA
(c) Office 2007 (d) Office 2010
- iv. Which option is used to replace the already saved document's **1**
location
(a) Save as (b) Save (c) Open (d) Permission
- v. Which of the following View, Header and Footer are appeared **1**
(a) Normal View (b) Page Layout View
(c) Print Layout View (d) Draft View
- vi. In which of the following menu is used in making columns. **1**
(a) Format (b) Insert (c) View (d) Tools
- vii. Which Function is used to calculate Remainder in MS Excel? **1**
(a) INT () (b) FACT () (c) DIV () (d) MOD ()
- viii. The cell address in the Microsoft Office Excel document is **1**
(a) Column Name (b) First Column then Row Name
(c) Row Name (d) First Row then Column Name

- ix. Which of these is not the view of PowerPoint? **1**
(a) Slide Show view (b) Slide Sorter view
(c) Normal view (d) Outline view
- x. What is the extension name of the database created in Ms Access? **1**
(a) .mdb (b) .mad (c) .doc (d) None of these

- Q.2 i. Write any four features of WINDOWS. **2**
ii. Explain some icons available in windows with diagrams. **3**
iii. Write down the steps to install software in your computer. **5**
- OR iv. How you create files and folders in windows, explain with example. **5**

- Q.3 i. Describe various office suites and compare them. **2**
ii. Explain working of Word-processing software. Also describe about **8**
menus, commands, toolbars, buttons, shortcuts Menus.
- OR iii. How you apply various text enhancements, text styles, text **8**
attributes, and text editing features in word processing software.

- Q.4 i. Define spell check and thesaurus feature of MS Word. **3**
ii. Write down the steps for creation of tables. Describe how you **7**
convert text to table and table to text.
- OR iii. What is Mail Merge? Explain it with an example in detail. **7**

- Q.5 i. Describe cell formatting using borders & shading tools with **4**
example.
- ii. Explain the use of formulas and functions in excel in detail. How **6**
to apply function on a cell?
- OR iii. What is chart? How to create chart in MS-excel? Give an example. **6**

- Q.6 Attempt any two:
- i. What are different layouts available in PowerPoint presentation? **5**
Explain with example.
- ii. Differentiate the procedure to create a database using a wizard and **5**
without using a wizard in Microsoft access.
- iii. Write a note on email. How you manage your email account? **5**
Describe the different parts of E-mail.

P.T.O.

Marking Scheme
CA3EG01 Office Automation

Q.1	i.	Operating System is like a (c) Government	1
	ii.	Windows operating system is used to (d) All of these	1
	iii.	Which of these is not the right version of MS Office (b) Office VISTA	1
	iv.	Which option is used to replace the already saved document's location (a) Save as	1
	v.	Which of the following View, Header and Footer are appeared (c) Print Layout View	1
	vi.	In which of the following menu is used in making columns. (a) Format	1
	vii.	Which Function is used to calculate Remainder in MS Excel? (d) MOD ()	1
	viii.	The cell address in the Microsoft Office Excel document is (b) First Column then Row Name	1
	ix.	Which of these is not the view of PowerPoint? (d) Outline view	1
	x.	What is the extension name of the database created in Ms Access? (a) .mdb	1
Q.2	i.	Any four features of WINDOWS (0.5 mark * 4)	2
	ii.	Some icons available in windows with diagrams. (1 mark * 3)	3
	iii.	Steps to install software in your computer. Steps wise marking	5
OR	iv.	Create files and folders in windows Steps wise marking	5
Q.3	i.	Office suites and comparison (1 mark * 2)	2
	ii.	Working of Word-processing software Menus, commands, toolbars, buttons, shortcuts Menus. 1 mark for each (1 mark*5)	8 5 marks
OR	iii.	Text enhancements	2 marks 8

		Text styles	2 marks	
		Text attributes	2 marks	
		Text editing features	2 marks	
Q.4	i.	Define spell check and thesaurus feature of MS Word. As per context	3	3
	ii.	Steps for creation of tables Convert text to table Convert table to text	3 marks 2 marks 2 marks	7
OR	iii.	Mail Merge Explanation with example	2 marks 5 marks	7
Q.5	i.	Cell formatting using borders Cell formatting using shading tools	2 marks 2 marks	4
	ii.	Use of formulas and functions in excel Apply function on a cell	3 marks 3 marks	6
OR	iii.	What is chart? How to create chart in MS-excel? Give an example.	6	6
Q.6		Attempt any two:		
	i.	LAYOUTS available in PowerPoint presentation As per context		5
	ii.	Differentiate the procedure to create a database using a wizard and without using a wizard in Microsoft access. As per context		5
	iii.	Email. How you manage your email account? Describe the different parts of E-mail. As per context		5
