



A-3702

First Year B.C.A. (Sem. I) (CBCS) Examination

March / April – 2015

Office Automation Tools

(New Course)

Time : Hours]

[Total Marks : 70

Instructions :

(1)

नीचे दशांशिक निशानीवाणी विगतो उत्तरवही पर अवश्य कभवी. Fillup strictly the details of signs on your answer book.		Seat No. :	
Name of the Examination :		<input type="text"/>	
<input type="text" value="FIRST YEAR B.C.A. (SEM. I) (CBCS)"/>		<input type="text"/>	
Name of the Subject :		<input type="text"/>	
<input type="text" value="OFFICE AUTOMATION TOOLS (NEW)"/>		<input type="text"/>	
Subject Code No. :	<input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="2"/>	Section No. (1, 2,.....) :	<input type="text" value="Nil"/>
		Student's Signature	

- (2) All questions are compulsory.
(3) Figures to the right indicate full marks.

1 Answer in short. (Any six) 12

- (1) Write down short cut key for the following command.
 - (i) To convert Lower case letters to Title case
 - (ii) To align center
- (2) How will you add movie clipping or sound in a presentation?
- (3) What is the protocol? Which protocol is used for email?
- (4) What is the use of my network places?
- (5) What is shortcut? How it is created?
- (6) What is the difference between AutoCorrect and AutoText?
- (7) Explain the use of PROPER function with syntax and example.
- (8) What is ribbon?

2 Answer the following (Any Three) 15

- (1) Explain Difference between Internal and External Dos Commands and Explain any two Internal and External Dos Commands.

- (2) Explain all the options of change case command, with suitable example.
 - (3) Explain the command which is use to find files and folders with search filters.
 - (4) Explain the use of Window Explorer, Control Panel and Recycle bin.
- 3** Answer the following (Any Two) **14**
- (1) Explain Statistical functions with syntax and example.
 - (2) Using MS Excel, explain any one command of organizing data in a list.
 - (3) Explain the use of thesaurus and word count command of MS Word.
- 4** Answer the following (Any Two) **14**
- (1) Define speaker notes and handouts.
 - (2) Explain the data validation & Subtotal command of MS Excel.
 - (3) Explain Paragraph command of MS Word.
- 5** Answer the following (Any Three) **15**
- (1) Write various applications of internet.
 - (2) What is E-mail? Explain To, Bcc, Cc, Subject, and attachment.
 - (3) Explain Custom Animation and slide transition.
 - (4) Explain Slide Master and Notes Master.
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