

MCA (INT)
(SEM-I) THEORY EXAMINATION 2019-20
OFFICE AUTOMATION

Time: 3 Hours

Total Marks: 70

Note 1. Attempt all sections equally & give answers in the order as given suitably.

SECTION A

1. Attempt all questions brief.

2 x 7 = 14

| | |
|----|---|
| a. | What is the purpose of Recycle Bin? How it helps to prevent accidental deletes? |
| b. | Explain the purpose & role of Windows Explorer? |
| c. | What are the text formatting facilities available in Word? |
| d. | How will search the synonym of any word given in the text? |
| e. | Explain the use of AutoFill in Excel. |
| f. | Describe how you will insert date and time in a Slide. |
| g. | What is Primary Key? How will you select a primary key of a table? |

SECTION B

2. Attempt any three of the following:

7 x 3 = 21

| | |
|----|--|
| a. | Give complete history of Windows 1.0 to Windows 7. Distinguish the development with supporting features that advanced version possessed ? |
| b. | What do you mean by Word Processing? List important features, which make MS Word suitable for word processing applications. |
| c. | Explain the use of Excel's function wizard. Explain some of the Mathematical and Text function in Excel. |
| d. | Write down the steps required to do the following jobs – (i) Create a new Presentation (ii) Add a text box to the slide (iii) Hide and show your slide. |
| e. | What is meant by data redundancy? Also write down the steps of creating a database. |

SECTION C

3. Attempt any one part of the following:

7 x 1 = 7

| | |
|-----|---|
| (a) | Discuss about the different parts of Windows desktop screen. Also explain the purpose of the title bar, menu bar, tool bar, scroll bar and status bar in Windows. |
| (b) | Write steps to do the following – (i) Organizing icons on Desktop (ii) Create Shortcuts (iii) Change Date and Time |

4. Attempt any one part of the following:

7 x 1 = 7

| | |
|-----|--|
| (a) | What do you mean by Page Margins? Write the steps to set the margins and indents in MS Word. |
| (b) | What do you mean by table? How will it be inserted into a word document? Give all the steps to format a table. |

Paper Id: Roll No: 5. Attempt any *one* part of the following: 7 x 1 = 7

| | |
|-----|---|
| (a) | What do you mean by Conditional Formatting in Excel? Explain If condition with example. |
| (b) | What is Cell referencing? Differentiate between relative and absolute cell reference. |

6. Attempt any *one* part of the following: 7 x 1 = 7

| | |
|-----|---|
| (a) | What is MS-PowerPoint? How a presentation can be made more effective? |
| (b) | What is slide timing? What effect does it create at the time of slide show? Differentiate between automatic slide show and normal slide show. |

7. Attempt any *one* part of the following: 7 x 1 = 7

| | |
|-----|---|
| (a) | What is MS-Access? What is the need of setting relationship between tables? |
| (b) | Explain the followings- (i) Reports (ii) Forms |

downloaded from
StudentSuvidha.com