

B.C.A. (Pt. -I)

Off. Man. Tool

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B.C.A. (Part-I) EXAMINATION - 2019
(Faculty of Science)
(Three-Year Scheme of 10+2+3 Pattern)
OFFICE MANAGEMENT TOOLS - 136

Time Allowed : Three Hours

Maximum Marks : 100

Question paper consists of three parts.

All THREE parts are compulsory.

PART-I: *(Very Short Answer) consists of 10 questions of two marks each. Maximum limit for each question is upto 40 words.*

PART-II: *(Short answer) consists of 5 questions of four marks each. Maximum limit for each question is upto 80 words.*

PART-III: *(Long answer) consists of 5 questions of twelve marks each with one question from each unit with internal choice.*

Write your roll number on question paper before start writing answers of questions.

PART - I

1. (a) Define Bookmark in MS-Word.
(b) What is Replace short key ?
(c) What is macro ?
(d) What is thesaurus ?
(e) Define "COPYCON" DOS Command with syntax.
(f) What is "Save as" ?
(g) What is page orientation ?
(h) Define Hyperlink.
(i) Define Master Slide.
(j) Define Column Charts.

PART - II

2. Describe validation in MS-Excel.
3. What is a PowerPoint Presentation ? Describe Slide Transition.
4. What is goal seek in MS-Excel ? Explain.
5. Describe a Database Planning in MS-Access.
6. Describe page setup in MS-Word.

P.T.O.

PART - III

1. What is Operating System ? Differentiate between NTFS and FAT file system.

OR

Write short notes on the following DOS Commands :

- | | | |
|-------------|---------|----------|
| (a) CD | (b) DIR | (c) TYPE |
| (d) COPYCON | (e) DEL | (f) RD |

2. How to create a mail-merge explain in detail using suitable example.

OR

How to convert a word document into different formats like Rich Text and Word Perfect ?

3. Write short notes :

- (a) Find and Replace
- (b) Trace Precedents and Trace Dependents
- (c) Watermark
- (d) Sorting and Filtration

OR

What is a Pivot Table in Excel ? Explain using suitable example.

4. Write notes on :

- (a) Header and Footer toolbar.
- (b) Custom animation in powerpoint.

OR

What is Slide Master and Slide Layout in PowerPoint ? Explain in detail.

5. Explain forms in MS-Access. Explain all methods to create forms in MS-Access.

OR

What is DBMS ? Explain Different types of DBMS in details.

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