

This question paper contains 2 printed pages.

Roll No.

106/136

Off. Man. Tool

B.C.A. (Part-I) EXAMINATION - 2022

(Faculty of Science)

(Three-Year Scheme of 10+2+3 Pattern)

OFFICE MANAGEMENT TOOLS

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 part with internal choice.

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

PART - I

10x2=20

1.
 - (a) Differentiate between save and save as.
 - (b) Describe the autocorrect feature.
 - (c) Define Macros.
 - (d) Define Pivot table.
 - (e) Why do we use action buttons in PowerPoint Presentation ?
 - (f) Write the purpose of master slide.
 - (g) What is Table ?
 - (h) Explain the use of slide sorter in MS PowerPoint.
 - (i) Differentiate Internal and External DOS commands.
 - (j) What is the use of 'Set Print Area' in MS Excel ?

PART - II

2. Write short note on the following :

- (a) Custom animation
- (b) Text editor
- (c) Windows explorer
- (d) Kernel and Shell

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P.T.O.

3. What is Report ? Write the steps to create report in MS Access. 4
4. Write the use and syntax of following commands 4
 (a) CD (b) MD (c) Copycon (d) RD
5. What do you understand by Header and Footer ? How do we create Header and Footer on odd and even pages ? 4
6. What are Primary key and Foreign key ? How do we create primary key in MS Access ? 4

PART - III

7. Write short note on : 12
 (a) Booting Process
 (b) My Computer
 (c) System File

OR

Write the short note on the following (any three) : 12

- (a) Disk Defragment (b) X Copy Command
 (c) System tray in task bar (d) FAT (File Allocation Table)

8. What is Mail Merge ? complete steps to merge the text and addresses. 12

OR

Explain the use of following commands in MS Word. 12

- (a) Format Painter (b) Title bar and Scroll bar
 (c) Find and Replace (d) Line spacing

9. Explain the following in MS Excel. 12

- (a) Macros (b) Conditional Formatting

OR

Explain the various type of charts in MS Excel. 12

10. Why do we use PowerPoint ? Discuss various features of PowerPoint in details. 12

OR

Explain different types of views available in PowerPoint. 12

11. Write the steps to create a Database and Table in Microsoft Access. Write the steps to create a query in database table. 12

OR

What do you mean by data types ? Explain various data types in MS Access. 12

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