

M.C.M. - I (CBCS Pattern) Semester-I
PCMCMT103.1 - Elective-I Paper-III : Office Automation

P. Pages : 2

Time : Three Hours



GUG/W/24/10757

Max. Marks : 80

-
- Notes :
1. All questions are compulsory and carry equal marks.
 2. Draw neat and labelled diagram and use supporting data wherever necessary.
 3. Avoid vague answer and write specific answer related to questions.

Either:

1. a) Explain in detail the use of E-mail and voice-mail in office automation. 8
- b) Explain about the various office automation tools. 8

OR

- c) What is printer ? Explain the working of dot matrix printer. 8
- d) What is Fax-Machine? Explain its importance and application in office. 8

Either:

2. a) What are the steps involved in creating table? Also explain steps for adding column and row to table. 8
- b) Explain the following terms: 8
 - i) Spelling & Grammar
 - ii) Printing Document.

OR

- c) What is word? List and explain various parts of a word window screen? 8
- d) Describe the process of mail merge. 8

Either:

3. a) Define spreadsheet? Explain various features of MS-Excel. 8
- b) Write procedure for connecting database with excel. 8

OR

- c) What is the purpose of selecting range? How to select the range and how one can assign a name to range. 8

d) What is need of filtering data? How one can accomplish this task in Excel? 8

Either:

4. a) Explain about master slide and write a procedure for it. 8

b) What do you mean by layout? Explain different types of layout in detail. 8

OR

c) Discuss various features of MS-Power Point. 8

d) Explain slide transition in detail. 8

5. Solve all the questions.

a) Write a note on laser printer. 4

b) Define Alignment? Explain different types of alignment. 4

c) Write a short note on Excel toolbar. 4

d) Explain text styling in PowerPoint. 4
