

B.C.C.A. - I (CBCS Pattern) Semester-I  
**UBCCAT105 - Office Automation Paper-V**

P. Pages : 2

Time : Three Hours



**GUG/W/24/10616**

Max. Marks : 40

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

**Either:**

1. a) Explain the need of Office Automation. 4
- b) Define computer and list various characteristics of computer. 4

**OR**

- c) Write note on: 4
  - i) Fax Machine.
  - ii) Printer
- d) Explain the use of internet in office. 4

**Either:**

2. a) Define word processing and list various features of MS WORD. 4
- b) Explain the concept of mail merge with suitable example. 4

**OR**

- c) Explain the features of spelling and grammar option supported by MS-WORD. 4
- d) What is picture? Write steps to insert picture in MS - WORD. 4

**Either:**

3. a) Explain the standard and formatting toolbar in MS-Excel. 4
- b) Explain following terms. 4
  - i) Work book
  - ii) Worksheet
  - iii) Cell
  - iv) Active cell

**OR**

- c) What are charts? Explain in detail column chart and pie chart. 4
- d) Write a procedure to create a new workbook in detail. 4

**Either:**

- 4. a) Explain the features of Microsoft PowerPoint. 4
- b) Explain advantages and disadvantages MS-PowerPoint. 4

**OR**

- c) Define standard toolbars and list various options of it. 4
- d) List different types of layout available in MS-PowerPoint. 4

5. Solve all the questions.

- a) Write down the advantages of E-commerce. 2
- b) Define: 2
  - i) Paragraph Alignment.
  - ii) Line spacing.
- c) What is goal seek? Write in short. 2
- d) Write short note on Animations. 2

\*\*\*\*\*