

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

P. Pages : 1

Time : Three Hours



GUG/S/23/10757

Max. Marks : 80

- Notes :
1. All questions are compulsory and carry equal marks.
 2. Draw neat and labelled diagrams wherever necessary.
 3. Avoid vague answers and write answers relevant and specific to questions only.

Either:

1. a) Explain the use of Office Automation in office. 8
- b) What is the use Internet for Business conferencing? 8

OR

- c) Explain the detail E - commerce and E – governance. 8
- d) What is use of Voice Mail and Fax Machine? Explain in detail. 8

Either:

2. a) What is word? List the feature of MS - word. 8
- b) What is Menu and Title bar? Explain. 8

OR

- c) List the element of standard toolbar in MS - Word. 8
- d) Write the procedure to open an existing document. 8

Either:

3. a) List the feature of Spreadsheet. 8
- b) How the element of standard toolbar in MS - Excel? 8

OR

- c) Write a procedure to create a new workbook? 8
- d) Write a procedure to insert a row and column in MS - Excel. 8

Either:

4. a) List the Features of MS - PowerPoint. 8
- b) Explain the Standard Toolbar in detail. 8

OR

- c) Explain the Drawing Toolbar in detail. 8
- d) Explain how to enter date in graphs. 8

5. Attempt all the questions.
 - a) Explain E - mail in detail. 4
 - b) Write a step to save document in MS - word. 4
 - c) What is the purpose of undo and redo options? 4
 - d) Explain how to save a presentation. 4
