

B.Com. (Part-I) (CBCS Pattern) Semester - II
UCA2EI2 - Group D - Information Technology (Office Automation Paper-VII)

P. Pages : 2

Time : Three Hours



GUG/S/23/10659

Max. Marks : 60

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

Either :

1. a) Explain E-commerce. 6
- b) Write note on. 6
 - i) Fax machine.
 - ii) E-mail.

OR

- c) What do you mean by office automation? Explain in detail need of office automation. 6
- d) Explain E-Governance. 6

Either :

2. a) What is the difference between a header and a footer in Microsoft word. 6
- b) What is the purpose of the “Page Setup” dialog box in Microsoft word and what options are available for adjusting the page size? 6

OR

- c) What is the purpose of the “Find and Replace” feature in Microsoft word? Explain with example. 6
- d) How do you create a new document in Microsoft word? 6

Either :

3. a) How can you use the “Sort” function in Microsoft Excel to organize data in ascending or descending order with example. 6
- b) What is the difference between a worksheet and a workbook in Microsoft Excel? Explain. 6

OR

- c) Explain the following function 6
 - i) Count()
 - ii) Max()
 - iii) LEN()
- d) List the various types of charts in Microsoft Excel. Explain any one. 6

Either :

4. a) Explain different features of Power Point. **6**
- b) Write a procedure to create slides in Microsoft Power Point. **6**

OR

- c) What is the difference between a slide transition and an animation in Power-Point? **6**
- d) What are the various options of Standard Toolbar? Explain in detail. **6**

5. Attempt all the questions.

- a) Explain voice-mail. **3**
- b) Difference between.
Copy-Paste and Cut-Paste **3**
- c) Describe Goal seek in MS-Excel. **3**
- d) Explain formatting Toolbar in Power-Point. **3**
