

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

P. Pages : 1

Time : Three Hours



GUG/S/23/10616

Max. Marks : 40

- 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) Write in detail the need of Office Automation. 4
- b) Write a short note on E-governance. 4

OR

- c) Write a short note on E-Commerce. 4
- d) Explain in short voice mail. 4

Either:

2. a) Write the features of MS-Word. 4
- b) Write in detail about Paragraph and Alignment for the text formatting. 4

OR

- c) Explain in detail any two utility options. 4
- d) Write the steps for protecting the document. 4

Either:

3. a) Write the features of MS-Excel. 4
- b) Explain usage of any one toolbar of MS-Excel. 4

OR

- c) Write a detailed note on Column Chart. 4
- d) Write a procedure for copying data between worksheets. 4

Either:

4. a) Write a detailed note on Standard Toolbar. 4
- b) Write down the steps for inserting Clip Art on the Slide. 4

OR

- c) What are the different types of Layout in MS-PowerPoint? Explain. 4
- d) What is slide transition? Explain in detail. 4

5. Attempt all the questions.

- a) Define office. 2
- b) Write a short note on Spelling and Grammar Check. 2
- c) What is Goal Seek? Write in short. 2
- d) Write a short note on MS-PowerPoint. 2
