

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

P. Pages : 1

Time : Three Hours



GUG/W/22/10616

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 a detail note on E-Governance. 4
- b) Discuss the Importance of Internet in Office Automation. 4

OR

- c) Explain the Need of Office Automation. 4
- d) Explain the Various Office Automation tools. 4

Either:

2. a) Explain the Various features of MS-WORD. 4
- b) What do you mean by Word Processing? List the Elements of standard Toolbar in MS-Word. 4

OR

- c) Explain the features of Spelling and Grammar option supported by MS-Word. 4
- d) Differentiate between the Cut Paste and the Copy Paste option in MS-Word. 4

Either:

3. a) Explain following terms: - 4
 - 1) Workbook 2) Cell
 - 3) Worksheet 4) Cell Address.
- b) Explain Formatting toolbar in MS-Excel. 4

OR

- c) Explain various types of Chart in MS-Excel. 4
- d) Discuss the various features of MS-Excel. 4

Either:

4. a) Explain how to insert picture on a slide. 4
- b) What do you mean by Layout? Explain types of Layout. 4

OR

- c) Explain Slide Transition in MS-Power point. 4
- d) Explain advantages of MS-Power Point. 4

5. Attempt all the questions.
 - a) Write down the advantages of E-Commerce. 2
 - b) Explain Line Spacing in MS-Word? 2
 - c) Write a Short note on Goal Seek. 2
 - d) Explain Design Template in short. 2
