

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

P. Pages : 1

Time : Three Hours



GUG/W/22/10757

Max. Marks : 80

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- 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 Need of Office Automation. 8
 - b) Explain the different Office Automation Tools. 8

OR

- c) Write note on Voice Mail and Fax Machine. 8
 - d) What is E-commerce and E-governance? 8

Either:

2.
 - a) Explain the Features of MS-Word. 8
 - b) How will you Creating document and Opening Documents in MS-Office explain steps? 8

OR

- c) Explain Page Setup in MS-Office. 8
 - d) Write Mail Merge in detail. 8

Either:

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

OR

- c) List the various main menu supported by MS-Excel. 8
 - d) Write the procedure to open an existing workbook. 8

Either:

4.
 - a) Explain and define Power Point Slides? 8
 - b) Explain the features of Power Point Slides. 8

OR

- c) Explain Drawing toolbar in detail. 8
 - d) Write a procedure to insert picture on the slide. 8

5. Attempt **all** the questions.
 - a) Explain E-Mail in detail? 4
 - b) Write a step to Saving Documents. 4
 - c) Explain the Spreadsheet in detail. 4
 - d) Write a step to Creating Slides. 4
