

**UCA2E12 - Group D : Information Technology : Office Automation Paper-VII**

P. Pages : 1

Time : Three Hours

**GUG/W/22/10659**

Max. Marks : 60

- Notes :
1. All questions are compulsory and carry equal marks.
  2. Draw neat and labelled diagram and the supporting data wherever necessary.
  3. Avoid vague answer and write specific answer related to question.

**Either:**

1. a) What is office Automation? Write need of office Automation. **6**
  - b) Discuss advantages and disadvantages of office Automation. **6**
- OR**
- c) Is Internet for Business conferencing helpful for Business and companies? How? Explain in detail with suitable example. **6**
  - d) What is E – commerce? Explain different features of E- commerce. **6**

**Either:**

2. a) Define word Processing. Write features of MS-word. **6**
  - b) Write Steps to create a document, open a document and save a document. **6**
- OR**
- c) Explain different utility option in detail with examples. **6**
  - d) What is Mail Merge? Write advantages of Mail Merge. **6**

**Either:**

3. a) What is Spread sheet? Explain different features of Spread sheet. **6**
  - b) Explain different formatting features in detail. **6**
- OR**
- c) Define charts. Explain various type of charts. **6**
  - d) Write different toolbar options and operations in detail. **6**

**Either:**

4. a) What is Presentation? Write features of MS-PowerPoint. **6**
  - b) Explain in detail standard toolbar and formatting toolbar. **6**
- OR**
- c) Define Layout. Write types of Layout. **6**
  - d) How to enter data to graph? Write steps with examples. **6**

5. Solve all questions.
- a) Write short note on E-Governance. **3**
- b) Explain following terms:- **3**
  - i) Copy    ii) Paste    iii) Cut
- c) Explain the concept Database in Excel. **3**
- d) Write steps to create slides. **3**

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