

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

P. Pages : 2

Time : Three Hours



GUG/S/25/10616

Max. Marks : 40

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

Either :

1. a) What is office? Explain the need of an office automation. in detail. 4
- b) Discuss the role of computers in office automation. 4

OR

- c) Explain the following in office automation tool. 4
 - i) voice mail
 - ii) email.
- d) Write a detail note on E-governance. 4

Either :

2. a) What do you mean by word processing? Explain its applications. 4
- b) Explain the various formatting tools available in MS Word. 4

OR

- c) Discuss the importance of protecting document. 4
- d) Explain the steps involved in setting up a page in MS Word. 4

Either :

3. a) Discuss the various applications of spreadsheets in different fields. 4
- b) What are the basic components of excel worksheet? 4

OR

- c) Explain the various formatting options available in MS-Excel. 4
- d) Enlist and explain the different charts available in MS Excel. 4

Either :

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|-----------|----|---|----------|
| 4. | a) | Explain the function of standard toolbar in MS Power Point. | 4 |
| | b) | What is the role of formatting toolbar in MS-Power Point? | 4 |

OR

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|-----------|----|--|----------|
| | c) | Discuss the various slide layouts available in MS Power Point. | 4 |
| | d) | What are the steps to insert clip art and pictures into a power point slide. | 4 |
| 5. | | Solve all the questions. | |
| | a) | What do you mean by business conferencing? | 2 |
| | b) | Explain the mail merge facility in MS word. | 2 |
| | c) | Write a note on Goal seek. | 2 |
| | d) | How to enter the data to graph. Explain. | 2 |
