

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

P. Pages : 2

Time : Three Hours



GUG/S/25/10757

Max. Marks : 80

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

Either:

1. a) Define Office Automation and the need of office automation. 8
- b) What are the advantages of using the Internet for business conferencing? 8

OR

- c) What is E-commerce? Explain its application. 8
- d) Write a note on- 8
 - i) Voicemail
 - ii) Fax machine

Either:

2. a) Define word processing describe the key features of MS-Word. 8
- b) Explain- 8
 - i) Creating a new document
 - ii) Opening an existing document

OR

- c) Explain font styles, sizes and effects. 8
- d) Describe the mail merge features and benefit of using mail merge. 8

Either:

3. a) What are the benefits of using spreadsheets? 8
- b) Define chart explain types of charts. 8

OR

- c) Describe how to use scrollbars and zoom. 8
- d) Describe goal seek features and explain the benefits of using Goal seek. 8

Either:

4. a) What are the advantages of using MS-PowerPoint? 8
- b) Explain how to insert clip Art and picture in Slides. 8

OR

- c) Explain text formatting options and the benefits of using text effects. 8
- d) Write a note on Design Templates. 8
5. Solve all the questions.
- a) Describe the types of printers. 4
- b) Explain the following- 4
- i) Cut ii) Find
- iii) Replace iv) Paste
- c) What are the benefits of using Excel's formula bar? 4
- d) Give the benefits of using slide transitions. 4
