PCMCMT103.1 - Elective-I Paper-III : Office Automation

P. Pages : 1 **GUG/S/24/10757**

Time : Three Hours ‖‖‖‖‖‖‖‖‖ Max. Marks : 80
1105

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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 answer 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) Define printer. Explain the different types of printer. **8**

d) What is E- commerce and E-governance? **8**

Either:

2. a) What is word? List and explain various part of a word window screen? **8**

b) Describe the process of mail merge. **8**

OR

c) Define word processing and list various features of MS word. **8**

d) What is table? Write step to create table in MS- word. **8**

Either:

3. a) Define spreadsheet? Explain various feature of MS- Excel. **8**

b) Explain the toolbar supported by MS- Excel. **8**

OR

c) Explain the page setup dialog box in MS- Excel in detail. **8**

d) What are chart? Explain the different types of charts. **8**

Either:

4. a) Explain slide transition in detail. **8**

b) Explain different types of Logouts in MS- PowerPoint. **8**

OR

c) Explain how to insert clip art and picture on slide. **8**

d) Explain drawing toolbar in detail. **8**

5. Attempt all the questions.

a) Write the usage of computer in office. **4**

b) What are difference types of alignment in MS- word? Explain. **4**

c) Write a short note on goal seek in explain. **4**

d) Explain design template used in MS- power point. **4**

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