

B.C.C.A.- I CBCS Pattern Semester-I  
**UBCCAT105 - Paper-V - Office Automation**

P. Pages : 2

Time : Three Hours



**GUG/S/24/10616**

Max. Marks : 40

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- Notes : 1. All questions are compulsory and carry equal marks.  
2. Draw neat and labelled diagram wherever necessary.  
3. Avoid vague answers and write answers relevant and specific to question only.

**Either:**

1. a) Explain the concept office Automation. 4  
b) What is E-commerce? Explain it's advantage. 4

**OR**

- c) What is E-mail? Explain its Email Advantage. 4  
d) Explain the use of voice mail and Fax machine in office. 4

**Either:**

2. a) Define word processing. Write the features of MS-word. 4  
b) Write a note on. 4  
i) Creating Document. ii) Protecting Document.

**OR**

- c) Explain the concept mail merge with suitable example. 4  
d) Explain following. 4  
i) Page setup. ii) Find and Replace.

**Either:**

3. a) Explain the features of MS-Excel. 4  
b) Write a steps to create a chart & editing chart. 4

**OR**

- c) Explain the concept of database in excel. 4  
d) Explain any four types of charts in MS-Excel. 4

**Either:**

4. a) Define Powerpoint. Write the uses of Powerpoint. 4  
b) Explain standard toolbar with different option. 4

**OR**

- c) What are the different types of layout in MS-Powerpoint? Explain. 4  
d) Write down the step for inserting clip art picture on the slide. 4
5. Solve all the questions.
- a) Write a short note on E-Governance. 2  
b) Explain line spacing in MS-word processing. 2  
c) What is goal seek? Write in short. 2  
d) Write a short note on slide show tab. 2

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