

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:

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

OR

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|-----------|----|---|----------|
| | 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 |
