UBCCAT105 - Paper-V : Office Automation

P. Pages : 2

Time : Three Hours

||||||||||||||||||||
* 5 7 8 9 *

GUG/W/23/10616

Max. Marks : 40

_____

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

Either:

1. a) What is office? Explain the features of office automation. **4**

b) Explain the use of internet in office. **4**

OR

c) Explain Fax machine in detail. **4**

d) Explain Laser Jet Printer in detail. **4**

Either:

2. a) What is word? List the feature of MS-Word. **4**

b) Explain the term. **4**
i) Cut   ii) Copy
iii) Paste   iv) Undo

OR

c) Explain the concept of mail merge with suitable example. **4**

d) Explain working with table in word processing. **4**

Either:

3. a) Explain the feature of MS-Excel. **4**

b) Explain any four type of chart in MS-Excel. **4**

OR

c) Explain following teams. **4**
i) Workbook.   ii) Cell.
iii) Worksheet.   iv) Cell address.

d) Write a procedure to create a new workbook in detail. **4**

Either:

4. a) Explain formatting Toolbar in MS-PowerPoint. **4**

 b) Explain how to insert a picture on a slide in detail. **4**

<div align="center">OR</div>

 c) Explain advantages of MS-PowerPoint. **4**

 d) What is side transition? Explain in detail. **4**

5. Solve all the question.

 a) Write down the advantages of E-commerce. **2**

 b) Write a short note on spelling and Grammar check. **2**

 c) Wha is goal seek? Write in short. **2**

 d) Write short note on Animations. **2**

<div align="center">**********</div>