

**UCA2E12 - Group-D Paper-VII : Information Technology (Office Automation)**

P. Pages : 2

Time : Three Hours



**GUG/W/23/10659**

Max. Marks : 60

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

**Either:**

1. a) How Internet is used for business conferencing? Explain. **6**  
b) Explain the need of office automation. **6**

**OR**

- c) Explain Laser printer in detail. **6**  
d) Discuss the benefits of E- commerce. **6**

**Either:**

2. a) Explain find and replace utility in detail. **6**  
b) Explain various tab used page setup. **6**

**OR**

- c) Write a detail note on mail merge. **6**  
d) Write the features of MS- word. **6**

**Either:**

3. a) Write a procedure to create chart and explain pie chart. **6**  
b) What is spreadsheet? Explain work bork and worksheet. **6**

**OR**

- c) Write a note on: **6**  
i) Line chart.  
ii) Bar chart.  
d) Explain various mathematical functions in MS- excel. **6**

**Either:**

4. a) Explain the features MS- power point. **6**  
b) Write a procedure to Insert clip art. **6**

**OR**

- c) Explain different types of layout in MS- power point. **6**  
d) Write a detail note on standard toolbar in MS- power point. **6**
5. Attempt all questions.
- a) Give the advantages of E- mail. **3**  
b) Write a short note on line spacing. **3**  
c) Explain Goal seek in brief. **3**  
d) Explain slide transition in short. **3**

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