M.C.M. - I CBCS Pattern Semester-I
PCMCMT103.1-Elective-I-Paper-III : Office Automation

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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 questions only.

Either:

1. a)   What is office automation? Explain in detail.   **8**

   b)   Explain the E-mail. Write advantages and disadvantages of E-mail.   **8**

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OR

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   c)   Explain the different office automation tools.   **8**

   d)   Explain the fax machine and Noice mail in detail.   **8**

Either:

2. a)   List and explain various part of a word windows? Explain each part in brief.   **8**

   b)   What is the function of the status Bar in word? List down the information that is displayed in the status bar.   **8**

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OR

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   c)   What is the effect of save and save as document. Write a different between them.   **8**

   d)   What is the purpose of print and preview option? Explain.   **8**

Either:

3. a)   List of the features of spreadsheet.   **8**

   b)   List the components of excel screen.   **8**

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OR

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   c)   Write a step to save workbook. What are the different method supported by MS-Excel to save workbook?   **8**

   d)   What is the use of chart? Write a procedure to create a chart.   **8**

Either:

4.   a)   What do you mean by presentation graphics? Explain.   **8**

       b)   What do you mean by layout? Explain different types of Layouts.   **8**

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

       c)   What are the various elements of power paint? Explain them.   **8**

       d)   Write advantages of power point in detail.   **8**

5.   Attempt all the questions.

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

       b)   What are different types of alignment in MS-Word?   **4**

       c)   Write a short note on Good seek in detail.   **4**

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

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