

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 book and worksheet. **6**

OR

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

Either:

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

OR

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