

B.C.C.A. I (with Credits)-Regular-Semester 2012 Sem I
0209 - Paper-VI : Office Automation-I

P. Pages : 2

Time : Three Hours



GUG/W/16/2942

Max. Marks : 80

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- Notes : 1. All the questions are compulsory and carry equal marks.
2. Draw a well label diagram wherever necessary.

Either

1. a) What do you mean by Office Automation ? List the various tools that are used in office. **8**
b) Write short note on : **8**
i) E-Governance.
ii) E-Commerce

OR

- c) Explain the concept of video conferencing in detail ? **8**
d) Discuss the used of Internet in office work. **8**

Either

2. a) What do you mean by word processing ? List the various word processing software available in market. **8**
b) Briefly explain the use of formatting tool bar in word. **8**

OR

- c) Give the shortcut keys of the following and its purpose. **8**
i) cut
ii) copy
iii) paste
iv) undo
d) Write a procedure to create a new document. **8**

Either

3. a) Explain the features of MS-Excel. **8**
b) Explain the standard and formatting tool bar supported by MS-Excel. **8**

OR

- c) Write a procedure with purpose for - 8
 - i) Naming the worksheet
 - ii) Inserting a worksheet
 - iii) Deleting worksheet
 - iv) Copying worksheet
- d) Write a procedure to open an existing workbook. 8

Either

- 4. a) What do you mean by presentation graphics ? Explain the features of Microsoft PowerPoint. 8
- b) Explain Drawing Tool bar. 8

OR

- c) Write a procedure to add a new slide in slide view. 8
- d) Write a procedure to insert a table on a slide. 8

5. Attempt all the questions.

- a) Explain tax machine. 4
- b) What is mail merge. 4
- c) Explain Bar chart in detail. 4
- d) Explain Design Template. 4
