

B.Com. II (with Credits)-Regular-Semester 2012 Sem III  
**BCOM237D - Information Technology Office Automation Paper-VII**

P. Pages : 1

Time : Three Hours



**GUG/W/16/2975**

Max. Marks : 50

- 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.

1. Either :
- a) What is Office Automation? Write its need. 5
  - b) Write a short note on E-mail. 5
- OR**
- c) What is Printer? Explain different types of Printer. 5
  - d) Write a note on Internet. 5
2. Either :
- a) What is Word Processing? List the features of Ms-Word? 5
  - b) Write a short note on. 5
    - i) Find
    - ii) Replace.
- OR**
- c) What is mail merge? Write down the steps to perform mail merge in Ms-Word. 5
  - d) What is table? How will you create table in Ms-Word? 5
3. Either :
- a) Explain the standard and formatting tool bar in Ms-Excel. 5
  - b) How to enter and edit the cell entries? 5
- OR**
- c) What are the different ways to navigate worksheet? 5
  - d) What is Chart? Write a procedure to create column chart. 5
4. Either :
- a) Explain different types of layouts in presentation graphics. 5
  - b) Write a procedure to create slides in Ms-Power Point. 5
- OR**
- c) Explain different features of Power Point Presentation. 5
  - d) What do you mean by send to back and write a procedure to send to back an object. 5
5. Attempt all the questions.
- a) Write a note on Fax Machine. 2½
  - b) Write a steps to save documents. 2½
  - c) What is Goal Seek? 2½
  - d) Explain Design template. 2½

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