1MCM3 - Paper-III : Office Automation

P. Pages : 2   **GUG/W/16/3030**

Time : Three Hours |||||| *3896*   Max. Marks : 80

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Note : 1. All the Questions are compulsory and carry equal marks.
         2. Draw neat and well labelled diagrams wherever necessary.

Either

1. a) What do you mean by E. governance? Explain with example.   **8**

     b) Define printer and its types?   **8**

OR

     c) What do you mean by office Automation, Explain its need.   **8**

     d) Explain E-commerce? Also explain internet for Business Conferencing.   **8**

Either

2. a) Define Document? Explain the process of opening, saving documents.   **8**

     b) How would you select font size, font color, Background color for a word document? Explain undo & Redo operations.   **8**

OR

     c) Explain Mail Merge? Write the steps of sending mail.   **8**

     d) Explain following terms: **8**
        i) Text formatting
        ii) Working with tables

Either

3. a) Define Spread sheet? Also Explain features of MS-Excel.   **8**

     b) How will you copy data Between worksheets? Explain Navigation around the worksheet?   **8**

OR

     c) Explain chart and its types? also explain creation, Editing and formatting of charts.   **8**

     d) Explain the concept of Database in Excel sheet? Support your answer with an example.   **8**

Either

4. a) Explain concept of Microsoft power point? Explain its features.   **8**

b)   Explain standard Toolbar, formatting Toolbar and Drawing Toolbar.   **8**

OR

c)   Explain Layout and Explain different types of Layout.   **8**

d)   Explain the following terms: **8**

    i)   Entering data to graph

    ii)   Design template

    iii)   Text formatting

    iv)   Inserting Clip Art

5.   Attempt all the questions.

a)   Write a short note on voice mail.   **4**

b)   Explain different Alignments in MS-word.   **4**

c)   Explain and four math functions in Excel.   **4**

d)   Write a short note on slid transition in brief.   **4**

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