

M.C.M. F.Y. - I (Choice Based) Regular Semester 2016 Sem I
PCMCMT103.1-Elective-I : Paper-III : Office Automation

P. Pages : 1

Time : Three Hours



GUG/W/16/8057

Max. Marks : 80

- Notes :
1. All the 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) Explain in detail the difference between the working of dot matrix printer and laser printer. **8**
- b) Explain E-mail and voice-mail. Explain the difference between E-mail and voice mail. **8**

OR

- c) Discuss in detail, why E-commerce is better than traditional commerce. **8**
- d) What do you mean by office automation? Explain in detail need of office automation. **8**

Either

2. a) explain in detail print preview dialog box. **8**
- b) Write the steps for creating, saving and opening MS-word document in detail. **8**

OR

- c) Define word processing. What are the various Features of MS-word? **8**
- d) Explain in detail line spacing and spelling and Grammar check formatting options. **8**

Either

3. a) What do you mean by chart in MS-Excel? Explain any two types of chart in detail. **8**
- b) Write and explain any four arithmetic function with proper example. **8**

OR

- c) Explain various formatting features of spread sheet. **8**
- d) Explain in detail the procedure for editing and formatting the charts. **8**

Either

4. a) Explain various views in MS-Power Point in detail. **8**
- b) Explain the term **8**
 - i) Copying
 - ii) Hiding

OR

- c) What is use and need of slide transition? Explain text styling. **8**
- d) What are the various options of drawing Toolbar? Explain in detail. **8**

5. Attempt all the questions.
 - a) Explain the usage of computer in office. **4**
 - b) Explain in brief find, Replace dialog box. **4**
 - c) Write the steps for creation of chart. **4**
 - d) Explain the table and its formatting in MS-Power Point. **4**
