

**SUBJECT : PAPER-105 : OFFICE AUTOMATION TOOLS (NEW) &
PC SOFTWARE(OLD)**

(FOR NEW COURSE 105: DATA MANIPULATION AND ANALYSIS (DMA))

FIRST YEAR B.C.A. (SEM. I) EXAMINATION

This pdf file contains YEAR 2013 to 2019 Regular (Oct/Nov/Dec) & A.T.K.T.(March/Apr/May)Exam question Papers list of above subject.

The question Bank will be upload in future for the students

1. Oct/ Nov –2013
2. Nov/ Dec –2014
3. Oct/ Nov –2015
4. Oct/ Nov –2016
5. Oct/ Nov –2017
6. Nov/ Dec – 2018
7. Oct/ Nov – 2019
8. Mar / Apr – 2013
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For Further information Follow the below links.

First Year B.C.A. (Sem. I) (CBCS) Examination

October / November – 2013

PC Software: Paper-105

[Time: 3 Hours]

[Total Marks: 70]

Instructions

(1)

Fill up strictly the details of signs on your answer book

Name of the Examination:

First Year B.C.A. (Sem. I) (CBCS)

Name of the Subject :

PC Software: Paper-105

Subject Code No:

Seat No.:

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Student's Signature

1. Answer the following in short: (Any Ten)

10

- (1) What is the file extension of Word-2003 & Word-2007?
- (2) What do you mean by water marking in Word?
- (3) Differentiate the Paste and Paste Special in Excel.
- (4) What is the Shortcut Key to change the font size?
- (5) What happen when we delete a file whose size is larger than available Recycle Bin size?
- (6) What is the use of Word Count?
- (7) What is the use of Split and Freeze Pane in Excel?
- (8) How to set your PowerPoint presentation to run continue until you press ESC?
- (9) What do you mean by search engine? Give two names of search engine.
- (10) Explain the meaning of Close & Close All & Exit.
- (11) Give full form of MS-DOS. Write two sentences about it.

- 2. Answer the following questions: (Any Two) 14**
- (1) How you can use Condition Formatting & Validation in Student Result Sheet?
 - (2) What is Mail Merge? Explain the mail merge with all option available in “Select Recipients”.
 - (3) What is Control Panel? Explain Any Six option of it.
- 3. Answer the following questions: (Any Four) 16**
- (1) Explain Recycle Bin in detail.
 - (2) Explain the following DOS commands:
 - (i) CD
 - (ii) Vol
 - (iii) Format
 - (iv) Date
 - (3) Explain Find, Replace and Go To commands in Word.
 - (4) Explain use of Hyperlink in PowerPoint.
 - (5) Explain any four text functions in Excel.
- 4. Answer the following: (Any Three) 15**
- (1) Explain Header and Footer in MS Excel.
 - (2) Explain Page Setup in MS Word.
 - (3) How to protect your word document?
 - (4) Explain Set up Show, Slide Transition & Custom Animation in PowerPoint.
- 5. Answer the following: (Any Three) 15**
- (1) Explain Goal Seek and Scenario in Excel with example.
 - (2) Explain different view of PowerPoint.
 - (3) Explain Print Preview in MS Word.
 - (4) Use of Internet.

First Year B.C.A. (Sem. I) (CBCS) Examination

November / December – 2014

Office Automation Tools: Paper-105

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

Instructions

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- (2) All questions are compulsory.
(3) Figure to the right indicate full marks.

1. Answer the following in short: (Any Six)

12

- (1) What is cell? What is the cell address of 29th column in Excel?
- (2) Define speaker notes and handouts.
- (3) What is web browser? Give any two examples of web browser.
- (4) What are icons? Explain the function of taskbar.
- (5) What is the short cut key of superscript and subscript?
- (6) What is the use of Thesaurus command? What is the shortcut key of it?
- (7) What is the use of MS Office Button and Mini tool bar of MS Word?

2. Answer the following questions: (Any Three)

15

(1) Explain Difference between Internal & External Dos Commands and Explain following DOS commands.

(i) Prompt (ii) Attrib (iii) Tree

(2) Explain Print dialog box of MS Word.

(3) Write a note on window explorer.

(4) What is control panel? Explain the use of following icons.

(i) Display (ii) Fonts (iii) Mouse

3. Answer the following questions: (Any Two)

14

(1) Explain String handling functions with syntax and example.

(2) Excel provides you with a feature of viewing only particular records in the list. Explain this feature in detail.

(3) Write down short note on Mail Merge.

4. Answer the following: (Any Two)

14

(1) Explain Slide Master and Notes Master.

(2) Explain Absolute & Relative Cell reference with Example.

(3) How will you make a PowerPoint presentation more effective? Explain.

5. Answer the following: (Any Three)

15

(1) Write various applications of internet.

(2) What is protocol? Define SMTP, TCP & MIME.

(3) Write a note on Custom Animation.

(4) Explain the Subtotal command of MS Excel.

First Year B.C.A. (Sem. I) (CBCS) Examination

October / November – 2015

Office Automation Tools: Paper-105

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

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Office Automation Tools: Paper-105 (New)

Subject Code No:

Seat No.:

Student's Signature

1. Answer the following in short:

16

- (1) Explain use of Word Count.
- (2) What to do to print Title on every page in Excel?
- (3) How can we use SUM function in Word? Explain it.
- (4) What is Drop Caps? Explain it.
- (5) What is Rehearsal Timing in PowerPoint? How to run your presentation continuously until to press Esc key?
- (6) Differentiate water marking and Background image in Word.
- (7) What is Web Browser? Give two example of it.
- (8) What is the use of dollar function in Excel? How to display Rs. currency with any value?

2. Answer the following questions: (Any Two)

14

- (1) Explain Mail Merge of Word.
- (2) What is Control Panel? Explain six components of it.
- (3) Explain Filtering and Sorting utility in Excel.

3. Answer the following questions: (Any Five)

20

- (1) Autocorrect option in Word.
- (2) Explain any five Text Functions of Excel.
- (3) What is Hyperlink? Explain it.
- (4) Spelling & Grammar in Word.
- (5) Explain Desktop, Recycle Bin and Windows Explorer.
- (6) What is Bullet and Numbering in Word?
- (7) Explain Slide Transition and Custom Animation of PowerPoint.

4. Answer the following: (Any Four)

20

- (1) Header and Footer in word.
- (2) How to insert Sound and Video File in PowerPoint? Explain it.
- (3) What is Window Explorer? Explain in detail.
- (4) Explain Print option in word and excel.
- (5) What Word count and Change Case? Explain it.
- (6) Explain Conditional Formatting of Excel in detail.

First Year B.C.A. (Sem. I) Examination

October / November – 2016

Office Automation Tools: Paper-105

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

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1. Answer the following in short: (Any Ten)

10

- (1) What is the use of Hyphenation?
- (2) What do you mean by orientation in Page Setup?
- (3) What is the use of Character Map?
- (4) What is the default space of recycle Bin?
- (5) What is the use of DOLLAR function in Excel?
- (6) What is the shortcut key to apply Superscript and Subscript?
- (7) What is the Indentation?
- (8) How to set background in Word document?
- (9) How to use SUM function in word?
- (10) How to insert sound in power point presentation?
- (11) Differentiate HTTP and HTTPS.
- (12) What is the function of REN command in DOS?
- (13) Write two sentences about MS-DOS.

2. Answer the following questions:

28

(1) Explain different types of Errors in Excel.

OR

(1) Explain Pivot Chart and Pivot Table of Excel in detail.

(2) Explain Header and Footer in detail.

OR

(2) Explain Spelling and Grammar in detail.

(3) How to make effective presentation in power point? Explain in detail.

OR

(3) Explain Custom Animation and Slide Transition in detail.

(4) What is Control Panel? Explain any six options of it.

OR

(4) Explain Windows Explorer and Recycle Bin in detail.

3. Answer the following questions:

16

(1) Explain different views in Power Point.

OR

(1) Explain Set Up Slide Show and Rehearsal Time in Power Point.

(2) Explain Print Option in Word.

OR

(2) Explain Hyperlink in detail.

(3) Explain four text functions in Excel.

OR

(3) Explain Logical functions in Excel.

(4) Explain Macro in detail.

OR

(4) Explain Change Case in detail.

4. Answer the following questions:

16

(1) Give full form: IP, TCP, MIME, GUI, SMTP, URL, DNS, CUI, FTP.

OR

(1) What are uses of Internet?

(2) What are Internal and External Commands in DOS? Explain any two commands.

OR

(2) What is Search Engine? Explain Google search engine in detail.

(3) Explain how to protect your document?

OR

(3) How Page Setup is differing in Word, Excel, and Power Point?

First Year B.C.A. (Sem. I) (CBCS) Examination

October / November – 2017

Office Automation Tools: Paper-105

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

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First Year B.C.A. (Sem. I)(CBCS)

Name of the Subject :

Office Automation Tools: Paper-105 (New)

Subject Code No:

Seat No.:

Student's Signature

1. Answer the following in short: (Any Seven)

14

- (1) What are icons? Explain the function of taskbar.
- (2) Difference between CUI-GUI.
- (3) Difference between save, save as and save all.
- (4) What is wrap text in worksheet?
- (5) Define presentation. How to add a new slide?
- (6) What is Internet? What is web browser?
- (7) What is hyperlink? Give shortcut key to add hyperlink.
- (8) How do you display current data and time in spreadsheet?
- (9) Give the use of change case option.

2. Answer the following questions: (Any Four) 16

- (1) What are internal and external commands in DOS? Explain any two internal and external DOS commands.
- (2) Explain recycle bin.
- (3) What is mail merge? How to create or insert database in mail merge? Write steps.
- (4) What is use of Paragraph option in document? Explain drop cap effect from it.
- (5) Give difference:
 - (i) COPY & XCOPY
 - (ii) Paste – Paste Special

3. Answer the following questions: (Any Four) 16

- (1) Explain Header and footer option in document.
- (2) What is filtering? Explain auto and standard filtering.
- (3) What is macro? How to record and run macro?
- (4) What is Goal seek? How to apply it? Write steps.
- (5) Explain split and freeze in worksheet.

4. Answer the following: (Any Two) 12

- (1) What is chart? How can we create chart in worksheet?
- (2) Explain different views of Presentation.
- (3) Explain two functions with example. (Any Two)
 - (i) Mathematical
 - (ii) Text
 - (iii) Statistical

5. Answer the following: (Any Two) 12

- (1) What is E-mail? Explain To, Bcc, Cc, Subject and Attachment.
- (2) What is protocol? Explain any two protocol use on Internet. Also give full forms: POP, TCP, HTTP, MIME.
- (3) Explain Transition and Animation effect in presentation.
- (4) Define presentation. Explain handout and speaker notes.

First Year B.C.A. (Sem. I) Examination

November / December – 2018

Office Automation Tools: Paper-105

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

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1. Answer the following in short: (Any Seven)

14

- (1) Define GUI. Give difference between CUI-GUI.
- (2) Define Taskbar. Explain the function of taskbar.
- (3) List and explain at least two attributes of Attrib command.
- (4) What is the difference between AutoCorrect and AutoText?
- (5) How do you convert Lower case letters to Title case, Title case letters to Uppercase in writer file?
- (6) What is the extension of open office calc? How can we add new sheet in open office calc file?
- (7) Give full form: SMTP, MIME, URL, and FTP.
- (8) Define terms: Web browser, IP Address.
- (9) Define Presentation. What are design templates?

- 2. Answer the following questions: (Any Four) 16**
- (1) Recycle Bin.
 - (2) Give differences:
 - (i) COPY & XCOPY
 - (ii) Paste – Paste Special
 - (3) What are internal and external commands in DOS? Explain any three external DOS commands.
 - (4) Explain Header and footer option in document.
 - (5) How to insert bullets and numbering, give its importance and use?
- 3. Answer the following questions: (Any Four) 16**
- (1) Explain paragraph option in document.
 - (2) Explain the following features from file menu:
Version, reload, digital signature and wizard.
 - (3) Explain Drop cap of open office writer.
 - (4) What is filtering? Explain advance filtering in spreadsheet data.
 - (5) Explain any two statistical functions.
- 4. Answer the following: (Any Three) 12**
- (1) Explain conditional formatting in spreadsheet.
 - (2) Write the use of IF and COUNTIF function with example.
 - (3) What is hyperlink? Explain it in presentation.
 - (4) Explain insertion of sound and video file in presentation.
- 5. Answer the following: (Any Two) 12**
- (1) What is E-mail? How to send E-mail? Explain To, Bcc, Cc, Subject and Attachment.
 - (2) Explain handout and speaker note in presentation.
 - (3) Explain Transition and Animation effect in presentation.
 - (4) What is internet? Write note on application of internet.

First Year B.C.A. (Sem. I) Examination

October / November – 2019

Office Automation Tools: Paper-105

[Time: 3 Hours]

[Total Marks: 70]

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1. Answer the following in short: (Any Ten)

10

- (1) What is ICON?
- (2) What is Internet?
- (3) What is Orientation? Give the name of it.
- (4) What is Watermarking?
- (5) Explain attrib Command in DOS.
- (6) What is Endnote?
- (7) What is Macro?
- (8) Define Active cell.
- (9) What is shortcut key hyperlink and spelling and grammar check?
- (10) Give use of Proper() in spreadsheet.
- (11) List at least two types of chart.
- (12) What is use of Bullets and Numbering?
- (13) What is Speaker Note?

- 2. Answer the following questions: (Any Two) 14**
- (1) Explain Pivot Chart & Table in detail with examples.
 - (2) Explain Windows explorer in detail.
 - (3) Explain following DOS Commands. (Any Four)
(i) Tree (ii) Ren (iii) Label (iv) Ver (v) Prompt
- 3. Answer the following questions: (Any Four) 16**
- (1) Explain any four Statistical Functions in spreadsheet.
 - (2) Explain Subtotal and Validation in spreadsheet.
 - (3) Explain any five options of control panel.
 - (4) Explain Header and footer in Word.
 - (5) Explain Mail Merge in details.
- 4. Answer the following: (Any Two) 14**
- (1) Explain different views of Word.
 - (2) Explain Auto filter & Advanced filter in detail.
 - (3) Explain Slide Transition and Custom Animation in presentation package.
- 5. Write a note on following: (Any Four) 16**
- (1) Define following terms of Internet:
(i) Web Page (ii) Hyperlink (iii) Home Page (iv) Search Engine
 - (2) Write a short note on application of Internet.
 - (3) Give the full form: LAN, WAN, MAN, TCP/IP, POP, SMTP, ISP, HTML
 - (4) Explain To, Cc, Bcc, Subject, Attachment in E-mail.
 - (5) Explain different masters in Presentation.

First Year B.C.A. (Sem. I) (CBCS) Examination

March / April – 2013

PC Software: Paper-105

[Time: 3 Hours]

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Student's Signature

1. Answer the following in short: (Any Ten)

10

- (1) Difference between CUI and GUI.
- (2) What is an Active cell?
- (3) When would you see “# # # # #” in a cell of Excel?
- (4) Give full form of MIME and URL.
- (5) What is internet?
- (6) Define presentation.
- (7) What is web browser? Give any two examples of web browser.
- (8) What are design templates?
- (9) Difference between auto text and autocorrect.
- (10) Is the space reserve for recycle bin?
- (11) What is pivot table?

2. Answer the following questions: (Any Three) 15

- (1) Explain the following DOS commands: (Any Two)
 - (i) Format
 - (ii) Copy
 - (iii) Label
 - (iv) Tree
 - (v) RD
- (2) What is windows? Explain all parts of windows in detail.
- (3) Explain the Change Case command of MS-Word.
- (4) Write a note on paragraph command.

3. Write short notes on the following: (Any Three) 15

- (1) Page set up in MS word
- (2) Network neighborhood
- (3) Recycle bin
- (4) Slide transition

4. Answer the following: (Any Three) 15

- (1) Explain different views of PowerPoint.
- (2) Explain auto content wizard and design template.
- (3) What is chart? List at least five types of charts. Write a step to create charts in excel.
- (4) Explain cell reference and its type.

5. Answer the following: 15

- (1) Note on application of internet. 5

OR

- (1) What is the protocol? Explain internet mail protocol. 5
- (2) What is mail merge? Write detail note on mail merge. 5

OR

- (2) What is filtering? How to apply filtering in MS Excel database? 5
- (3) Write the use of IF and COUNTIF function with example. 5

First Year B.C.A. (Sem. I) (CBCS) Examination

March / April – 2014

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Student's Signature

1. Answer the following in short: (Any Ten)

10

- (1) Difference between Softcopy and Hardcopy.
- (2) What is wrap text in Excel?
- (3) When would you see "#REF!" in a cell of Excel?
- (4) What is Font note and End note?
- (5) What is Internet?
- (6) What is Alignment?
- (7) What is web browser? Give any two examples of web browser.
- (8) What are design templates?
- (9) Difference between Auto text and Autocorrect.
- (10) Write a step to create series i, ii, iii,, x.
- (11) What is the file extension of Word-2003 and Word-2007?

2. Answer the following questions: (Any Three) 15

- (1) Explain the following DOS commands.
 - (i) Attrib
 - (ii) Copy
 - (iii) Rename
 - (iv) Tree
 - (v) Prompt
- (2) What is desktop? Explain all parts of windows in detail.
- (3) What is macro? Write a step to create macro.
- (4) Write a note on print command in MS Word.

3. Answer the following questions: 15

- (1) What is filtering? How to apply filtering in MS Excel database? 10

OR

- (1) What is chart? List at least five types of charts. Write a step to create charts in Excel? 10
- (2) Explain Control Panel. 5

4. Answer the following: (Any Three) 18

- (1) Explain different views of PowerPoint.
- (2) Define Presentation. Explain Handout and Speaker Notes.
- (3) Explain Change Case in details.
- (4) Explain cell reference and its type.

5. Answer the following: 12

- (1) Write a note on application of internet. 6
- (2) Answer in brief: (Any Two) 6
 - (i) Write the use of AND and OR function.
 - (ii) Give the full form of POP, TCP, HTTP, MME, SMTP and URL.
 - (iii) Difference between GUI and CUI.

First Year B.C.A. (Sem. I) (CBCS) Examination

March / April – 2015

Office Automation Tools: Paper-105

(New Course)

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1. Answer the following in short: (Any Six)

12

- (1) Write down short cut key for the following command.
 - (i) To convert Lower case letters to Title case
 - (ii) To align center
- (2) How will you add movie clipping or sound in a presentation?
- (3) What is the protocol? Which protocol is used for email?
- (4) What is the use of my network places?
- (5) What is shortcut? How it is created?
- (6) What is the difference between AutoCorrect and AutoText?
- (7) Explain the use of PROPER function with syntax and example.
- (8) What is ribbon?

2. Answer the following questions: (Any Three) 15

- (1) Explain Difference between Internal and External Dos Commands and Explain any two Internal and External Dos Commands.
- (2) Explain all the options of the change case command, with suitable example.
- (3) Explain the command which is use to find files and folders with search filters.
- (4) Explain the use of Windows Explorer, Control Panel and Recycle Bin.

3. Answer the following questions: (Any Two) 14

- (1) Explain Statistical functions with syntax and example.
- (2) Using MS Excel, explain any one command of organizing data in a list.
- (3) Explain the use of thesaurus and word count command of MS Word.

4. Answer the following: (Any Two) 14

- (1) Define speaker notes and handouts.
- (2) Explain the data validation & Subtotal command of MS Excel.
- (3) Explain Paragraph command of MS Word.

5. Answer the following: (Any Three) 15

- (1) Write various applications of internet.
- (2) What is E-mail? Explain To, Bcc, Cc, Subject and attachment.
- (3) Explain Custom Animation and slide transition.
- (4) Explain Slide Master and Notes Master.

First Year B.C.A. (Sem. I) (CBCS) Examination

March / April – 2016

Office Automation Tools: Paper-105

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

Instructions

(1)

<p>Fill up strictly the details of signs on your answer book</p> <p>Name of the Examination: <input type="checkbox"/> First Year B.C.A. (Sem. I)(CBCS)</p> <p>Name of the Subject : <input type="checkbox"/> Office Automation Tools: Paper-105 (New)</p> <p>Subject Code No: <input type="text" value="3"/> <input type="text" value="7"/> <input type="text" value="0"/> <input type="text" value="5"/></p>	<p>Seat No.:</p> <table border="1"><tr><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td><td><input type="text"/></td></tr></table> <p><input type="text"/></p> <p>Student's Signature</p>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
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1. Answer the following in short: (Any Eight)

16

- (1) What is default filename of Word, PowerPoint and Excel in 2007 version?
- (2) How many rows and columns in Excel 2007?
- (3) Explain use of Word Count.
- (4) What is the use of Split and Freeze Pane in Excel?
- (5) What is water marking in Word? How to implement it?
- (6) What is Web Browser? Give two example of it.
- (7) Differentiate the Paste and Paste Special in Excel?
- (8) What is Rehearsal Timing in PowerPoint?
- (9) How to run your presentation continuously until to press Esc key?
- (10) Explain dollar function in Excel?

2. Answer the following questions: (Any Two) 14

- (1) Why following types of Errors are generated in Excel? Explain with example.
#NULL! , #VALUE! , #REF! , #NAME? , #NUM! , #N/A , #DIV/0!
- (2) What is Control Panel? Explain Any Six components of it.
- (3) How you can make your presentation more effective? Explain in detail.

3. Answer the following questions: (Any Four) 16

- (1) Explain Windows Explorer in detail.
- (2) Explain any four Text Functions of Excel.
- (3) Find, GoTo and Replace in Word.
- (4) What is File Protection? How to protect word document?
- (5) Explain Hyperlink with example.

4. Answer the following: (Any Three) 12

- (1) Explain Pivot Chart & Pivot Table of Excel in detail.
- (2) Slide Transition & Custom Animation in PowerPoint.
- (3) Explain Conditional Formatting & Validation in Excel.
- (4) What is Internet? Explain Advantages & Disadvantages of it.

5. Answer the following: (Any Three) 12

- (1) What is Sorting and Filtering in Excel? Explain with example.
- (2) Word is Word Processing Program. Prove this statement.
- (3) Explain Print and Print Preview of Word.
- (4) Full Form: HTTP, FTP, WWW, TCP, IP, DOS.

First Year B.C.A. (Sem. I) Examination

March / April – 2017

Office Automation Tools: Paper-105

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

Fill up strictly the details of signs on your answer book

Name of the Examination:

First Year B.C.A. (Sem. I)

Name of the Subject :

Office Automation Tools: Paper-105 (New Course)

Subject Code No:

Seat No.:

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Student's Signature

1. Answer the following in short: (Any Ten)

10

- (1) How many are rows and columns in Excel-2007?
- (2) What do you mean by water marking in Word?
- (3) What is the Shortcut Key to change the Font Size?
- (4) What is the default space of Recycle Bin?
- (5) What is the use of DOLLAR function in Excel?
- (6) What is the Shortcut Key to change the Font Size?
- (7) What is Thesaurus?
- (8) What is the use of Word Count in Word?
- (9) What is the use of Split and Freeze Pane in Excel?
- (10) How to set your PowerPoint presentation to run continuously until you press ESC?
- (11) What do you mean by search engine? Give two names of search engine.
- (12) What is the function of COPY CON command in DOS?
- (13) Give full form of MS-DOS. Write two sentences about it.

- 2. Answer the following questions: (Any Two) 14**
- (1) Explain Condition Formatting and Validation in Excel.
 - (2) What is Control Panel? Explain Any Six options of it.
 - (3) What is Mail Merge? Explain the mail merge with an example.
- 3. Answer the following questions: (Any Four) 16**
- (1) Explain Windows Explorer in detail.
 - (2) Explain the following DOS commands CD, MD, RD, Date.
 - (3) Explain Find, GoTo and Replace in Word.
 - (4) Explain use of Hyperlink in detail.
 - (5) Explain any four Maths functions in Excel.
 - (6) Explain Spelling and Grammar.
- 4. Answer the following: (Any Three) 15**
- (1) Header and Footer.
 - (2) Page Setup in Word and Excel.
 - (3) How to protect your word document?
 - (4) Explain Set up Show. Slide 'Transition and Custom Animation' in PowerPoint.
 - (5) Explain Pivot Table and Chart in detail.
 - (6) Explain Auto Correct option in detail.
- 5. Answer the following: (Any Three) 15**
- (1) Explain Goal Seek and Scenario in Excel with example.
 - (2) Explain different views of PowerPoint.
 - (3) Give Full Form: HTTPS, TCP/IP, MIME, GUI, SMTP, URL, DNS, CUI, IETF, FTP
 - (4) Explain advantages of Internet.
 - (5) Explain Macro in detail.

First Year B.C.A. (Sem. I) (CBCS) Examination

March / April – 2018

Office Automation Tools: Paper-105

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

Instructions

(1)

Fill up strictly the details of signs on your answer book

Name of the Examination:

First Year B.C.A. (Sem. I)(CBCS)

Name of the Subject :

Office Automation Tools: Paper-105 (New)

Subject Code No:

Seat No.:

Student's Signature

- (2) All questions are compulsory.
(3) Figure to the right indicate full marks.

1. Answer the following in short: (Any Six)

12

- (1) What is the use of IF and COUNTIF function of spreadsheet?
- (2) Write short cut key for find and replace and to bold a text in writer?
- (3) List at least five types of charts.
- (4) What are speaker notes and design templates?
- (5) Give full form: SMTP, MIME, URL, and FTP.
- (6) What is web browser? List few web browsers.
- (7) What is protocol? Which protocol is used to send e-mail?

- 2. Answer the following questions: (Any Four) 16**
- (1) Explain print preview and print command.
 - (2) Explain Windows explorer.
 - (3) Write a note on spelling and grammar check utility.
 - (4) Explain any four Internal DOS commands with example.
 - (5) Explain drop cap effect.
- 3. Answer the following questions: (Any Three) 18**
- (1) Explain slide transition and custom animation.
 - (2) Explain “Table” option in document.
 - (3) Explain Goal seek and scenario with example.
 - (4) Explain in detail mail merge.
- 4. Answer the following: (Any Three) 12**
- (1) What is chart? Write steps to insert chart in spreadsheet.
 - (2) Explain any three statistical functions in worksheet.
 - (3) Explain conditional formatting in spreadsheet.
 - (4) List different views of Presentation. Explain them in detail.
- 5. Answer the following: (Any Three) 12**
- (1) Write note on applications of Internet.
 - (2) What is IP Address? Explain in detail.
 - (3) Explain Hyperlink in presentation.
 - (4) Explain insertion of sound and video file in presentation.

First Year B.C.A. (Sem. I)()Examination

March / April – 2019

Office Automation Tools: Paper-105

(New Course)

[Time: 3 Hours]

[Total Marks: 70]

Instructions

Fill up strictly the details of signs on your answer book

Name of the Examination:

First Year B.C.A. (Sem. I)(CBCS)

Name of the Subject :

Office Automation Tools: Paper-105 (New Course)

Subject Code No.: 1811000101050001

Seat No.:

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Student's Signature

- (2) All questions are compulsory.
- (3) Figure to the right indicate full marks.

1. Answer the following in short: (Any Six)

12

- (1) Differentiate COPY and XCOPY command.
- (2) Define file. Write a command to create file in MS-DOS.
- (3) How will you convert table of text?
- (4) Difference between save, save as and save all.
- (5) How do you convert Lower case letters to Upper case and Upper case to Lower case using Keyboard without menu?
- (6) Define term: Range, Active cell and Region.
- (7) How to add a new slide in presentation? Give short cut key for running presentation slides.
- (8) What is WWW? What is Web Browser? Give any two examples of web browser.

1

- 2. Answer the following questions: (Any Four) 16**
- (1) My Computer.
 - (2) Network Places.
 - (3) What is attrib command? Explain all attribute in detail.
 - (4) What is mail merge? How to create or insert database in mail merge? Write steps.
 - (5) What is use of Paragraph option in document? Explain drop cap effect from it.
- 3. Answer the following questions: (Any Three) 18**
- (1) How to insert bullets and numbering, give its importance and use?
 - (2) Explain Page option in document.
 - (3) Explain Goal seek and scenario with example.
 - (4) What is filtering? Explain sorting and filtering in spreadsheet data.
- 4. Answer the following: (Any Three) 12**
- (1) Explain conditional formatting and data validation in spreadsheet.
 - (2) Explain functions with example: Lower(), Proper(), CONCATE(), Trim()
 - (3) Explain Hyperlink in presentation.
 - (4) Explain insertion of sound and video file in presentation.
- 5. Answer the following: (Any Two) 12**
- (1) What is E-mail? What is the meaning of TO, CC, BCC, Subject and Attachment? Also give steps to compose and receive E-mail.
 - (2) What are design templates? Explain transition and Animation effect in presentation.
 - (3) Define Terms: Internet, Protocol, FTP, TCP, IP Address, Search Engine.
