

Total number of printed pages-3

44 (1) BCA-HG-1026

2022

(Held in 2023)

OFFICE AUTOMATION

Paper : BCA-HG-1026

Full Marks : 60

Time : Three hours

The figures in the margin indicate full marks for the questions.

Answer Question No. 1 and any five from the rest.

1. Answer the following questions. $2 \times 5 = 10$

- (a) What do you mean by formatting a document?
- (b) Write two features of word processing.
- (c) Write two importances of spreadsheet.
- (d) How can we copy-paste, undo-redo in MS-Word without using mouse? Explain with example.

Contd.

- (e) What do you mean by mail merge ?
2. (a) Write the steps to insert a new slide in PowerPoint. 3
- (b) How to create slides, add clipart, pictures and adding animation in PowerPoint ? Explain. 7
3. (a) What are the ways to align paragraphs ? What is the use of Chart Wizard in Excel ? 2+3=5
- (b) What is a table ? How is it created in MS Word ? 1+4=5
4. (a) What is MS Excel ? Explain the components of Excel window. 7
- (b) How can you insert cells, rows and columns in MS Excel ? 3
5. (a) Explain *any five* library functions used in MS Excel with suitable example. 5
- (b) What is a presentation software ? What is the purpose of PowerPoint software ? 2+3=5
6. (a) What is spell check ? How to spell check a document ? Explain. 5
- (b) How will you enter a formula in MS Excel ? Explain with example. 5

7. (a) Write the advantages of DTP software. What do you mean by portable document format? 3+2=5
- (b) Describe the autoformat feature of MS Excel. Explain with example. 5
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