First Year B.C.A (SEM.2) Examination

Oct/Nov-2018

105-Office Automation Tools

Time: 3 Hours]   [Total Marks: 70

1   Answer in short.(any-**ten**)   (10)
    (1)   How Many rows and column ix Excel 2007?
    (2)   What is Water Marking and use of word count?
    (3)   What is Split and Freeze pane ix Excel?
    (4)   What is default space of recycle bin and shortcut key of font size?
    (5)   What is Multidimensional character array
    (6)   What is DOLLAR function in excel and Thesaurus
    (7)   What is Web Browser and give it example.
    (8)   How to set your PowerPoint presentation to run continuously until You press ESC?
    (9)   What is COPY CON command in DOS?
    (10)   What is Paste and Paste Special in Excel?
    (11)   What is Rehearsal Timing in PowerPoint.
    (12)   What is default filename of word, powerpoint and word in 2007?.

2   Explain Following Question in Details.(any-**Two**)   (14)

    (1)   Explain Conditional Formatting   and validation in Excel ?
    (2)   Explain Control Panel and Window Explorer?.
    (3)   What is Mail Merge ?Give Example.

3   Explain Following Question in Details. (any-**Four**)   (16)

     (1)   Dos Internal and External Command
     (2)   Find, GOTO, replace and use if Hyperlink.
     (3)   Explain Maths Functions and any four text functions of excel?
     (4)   What is Spelling and grammer.?

4   Explain Following Question in Details.(any-**Three**)   (15)

     (1)   What is Pivot chat in pivot table in excel?
     (2)   What is page setup and header and footer?
     (3)   Explain Auto correct options and Goal Seek?
     (4)   Slide Transition and custom animation and set up show?
     (5)   ERROR in Excel #NULL!,#VALU!,#REF!,#NAME!,#NUM?

5   Explain Following Question in Details.(any-**Three**)   (15)

     (1)   What is sorting and filtering in Excel and what is macro?
     (2)   Different Views of PowerPoint
     (3)   Print and print Preview of word.
     (4)   HTTP, FTP, WWW, TCP, IP, DOS,URL,DNS,MIME,SMTP?
     (5)   What is internet? Advantages and disadvantages.