Sub Code:RCAI102

Paper Id: 206102 **Roll No:** | | | | | | | | | | | | | |

MCA (INT)
(SEM-I) THEORY EXAMINATION 2019-20
OFFICE AUTOMATION

Time: 3 Hours ***Total Marks: 70***

Note: 1. Attempt all Sections. If require any missing data; then choose suitably.

SECTION A

1. Attempt *all* questions in brief. 2 x 7 = 14

a.	What is the purpose of Recycle Bin? How it helps to prevent accidental deletes?
b.	Explain the purpose & role of Windows Explorer?
c.	What are the text formatting facilities available in Word?
d.	How will search the synonym of any word given in the text?
e.	Explain the use of AutoFillin Excel.
f.	Describe how you will insert date and time in a Slide.
g.	What is Primary Key? How will you select a primary key of a table?

SECTION B

2. Attempt any *three* of the following: 7 x 3 = 21

a.	Give complete history of Windows 1.0 to Windows 7. Distinguish the development with supporting features that advanced version possessed ?
b.	What do you mean by Word Processing? List important features, which make MS Word suitable for word processing applications.
c.	Explain the use of Excel's function wizard. Explain some of the Mathematical and Text function in Excel.
d.	Write down the steps required to do the following jobs – (i) Create a new Presentation (ii) Add a text box to the slide (iii) Hide and show your slide.
e.	What is meant by data redundancy? Also write down the steps of creating a database.

SECTION C

3. Attempt any *one* part of the following: 7 x 1 = 7

(a)	Discuss about the different parts of Windows desktop screen. Also explain the purpose of the title bar, menu bar, tool bar, scroll bar and status bar in Windows.
(b)	Write steps to do the following – (i) Organizing icons on Desktop (ii) Create Shortcuts (iii) Change Date and Time

4. Attempt any *one* part of the following: 7 x 1 = 7

(a)	What do you mean by Page Margins? Write the steps to set the margins and indents in MS Word.
(b)	What do you mean by table? How will it be inserted into a word document? Give all the steps to format a table.

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5. Attempt any *one* part of the following: 7 x 1 = 7

(a)	What do you mean by Conditional Formatting in Excel? Explain If condition with example.
(b)	What is Cell referencing? Differentiate between relative and absolute cell reference.

6. Attempt any *one* part of the following: 7 x 1 = 7

(a)	What is MS-PowerPoint? How a presentation can be made more effective?
(b)	What is slide timing? What effect does it create at the time of slide show? Differentiate between automatic slide show and normal slide show.

7. Attempt any *one* part of the following: 7 x 1 = 7

(a)	What is MS-Access? What is the need of setting relationship between tables?
(b)	Explain the followings- (i) Reports (ii) Forms

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