PAPER ID-411740

Roll No: [ ]

MCA-INT
(SEM I) THEORY EXAMINATION 2021-22
OFFICE AUTOMATION

Time: 3 Hours *Total Marks: 70*

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

SECTION A

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

a.	How can you insert dates into the footer in the PowerPoint presentation?
b.	Name the commonly used MS Office tools?
c.	Steve draws a picture on the computer. But he is not satisfied with he is drawings. So he wants to change its color and edit the picture. Which programs he should use to do the same and why?
d.	Describe Graphic database.
e.	What is the purpose of Recycle Bin? How it helps to prevent accidental deletes?
f.	Define Data Redundancy.
g.	What do you mean by Page Margins?

SECTION B

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

a.	Write shortcut keys for the following i) To go to the next cell. ii) To edit a cell iii) To undo the editing of contents in a cell iv) To cut cell contents v) To copy cell contents
b.	How is cross-referencing created in MS Word?
c.	Explain the various Excel formatting tips and techniques.
d.	Explain the use of Excel's function wizard. Explain some of the Mathematical and Text function in Excel.
e.	Explain the followings: (i) Reports , (ii) Forms

SECTION C

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

a.	What is Cell referencing? Differentiate between relative and absolute cell reference.
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.

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

a.	Explain the Linking of Importing and Exporting Records in MS Access.
b.	Explain the procedure to insert photo, video and sound in a power point presentation.

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

a.	Describe the following terms- i.) Microsoft Excel ii.) Worksheet iii.) Sheet

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	iv.) Cell v.) Active Cell vi.) Cell Range
b.	Explain the procedure to create and delete custom list.

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

a.	Explain in detail about following features of MS word. i.) Formatting of documents ii.) Auto correct iii.) Bullet and number list
b.	Explain all steps involved in making and saving a file in MS word.

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

a.	How to insert a picture into a master slide and how are the automatic slide numbering done inside your presentation?
b.	Is it possible to insert video into a word document? If yes how can the users insert video into a word file?

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