

B.C.A Semester – 1 (NEP-2020) Examination**January-2024****Office Automation (SEC)****Time: 1:00 Hours****Marks: 25****Instructions:**

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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Que.1 Attempt following questions (Attend Any Two) (10)

- (1) Explain word processing basic operations.
- (2) Explain text creation and manipulation in word processing.
- (3) Explain table manipulation in word processing.
- (4) Explain text formatting operations in word processing.

Que.2 Attempt following questions (Attend Any Two) (10)

- (1) Explain modifying of cell and sheet in spread sheet.
- (2) Explain charts in spread sheet.
- (3) Explain functions sum(),count(),min(),max() and average().
- (4) Explain number formulas in spread sheet.

Que.3 Attempt following questions (Attend Any One) (05)

- (1) Explain creation and printing of spread sheet.
- (2) Explain use of template and presentation creation operations.
