

B.C.A Semester - 1 (NEP-2020) Examination**OCT/NOV-2024****Office Automation (Skill Enhancement Course)****Time: 1:00 Hours****Marks: 25****Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate marks.

Que-1 Answer following Questions (Any Two) (10)

- 1) How to perform following task in Word Processing Softwar?
 - A) How to create and save the file as a document and as a pdf file?
 - B) Explain Options of Page Setup & Printing options.
- 2) Explain following options for Text Creation and Manipulation.
 - A) Font Color, Size and Style
 - B) Alignment of Text.
- 3) Explain following options for Formatting the text.
 - A) Bullets and Numbering
 - B) Header and Footer
- 4) Explain following options for Table Manipulation.
 - A) Delete and Insertion of Row and Column.
 - B) Merging and Splitting of Cell

Que-2 Answer following Questions (Any Two) (10)

- 1) Explain following options for Spread sheet.
 - A) Opening and Closing the file.
 - B) What is Cell & Cell Address? How to enter different type of data in cell?
- 2) Explain following options for Manipulation of Cells and Sheet.
 - A) How to work with Font and Alignment of cell ?
 - B) Explain Sorting and Filtering.
- 3) Explain how to write formula? Explain formulas for addition, subtraction, division, multiplication and if.
- 4) Explain types of charts and how to work with charts?

Que-3 Answer following Questions (Any One) (05)

- 1) Explain following options for Presentation Software.
 - A) How to add clip art in slide?
 - B) How to work with master slide?
- 2) Explain following options for Presentation Software.
 - A) Explain Transition and Slide timings
 - B) How to add movie or sound in slide show?
