1706

B.C.A. FIRST YEAR EXAMINATION, 2019
OFFICE MANAGEMENT TOOLS

Time: Three Hours

Maximum Marks: 100

Answer of all the questions (short answer as well as descriptive) are to be given in the main answer-book only. Answers of short answer type questions must be given in sequential order. Similarly, all the parts of one question of descriptive part should be answered at one place in the answer-book. One complete question should not be answered at different places in the answer-book. Write your roll numbers on question paper before start writing answers of questions.

Question paper consists of three parts.

All THREE parts are compulsory.

PART – A   [Marks: 20]

(Very Short Answer)

Consists 10 questions of **two marks** each.

Maximum limit for each question is up to **40** words.

PART – B   [Marks: 20]

(Short Answer)

Consists 5 questions of **four marks** each.

Maximum limit for each question is up to **80** words.

PART – C   [Marks: 60]

(Long Answer)

Consists 5 questions of **twelve marks** each with internal choice.

PART – A

Q.1 (i) Write the rules for naming a file in DOS. [2]

   (ii) What is Recycle bin? What it contains? [2]

   (iii) Write the short cut keys to save current document and print the document in MS - WORD. [2]

   (iv) Discuss how we can insert bullets to a list of items in MS - WORD. [2]

   (v) What is MS - EXCEL? What is ribbon? [2]

   (vi) Write the difference between relative addressing and absolute addressing. [2]

   (vii) What is the use of slide shorter view? [2]

   (viii) How to insert an image in a slide of power point presentation? [2]

   (ix) Write the features of a typical DBMS. [2]

   (x) Discuss the use of primary key taking example. [2]

PART – B

Q.2 List out most commonly used Internal DOS commands. Explain any two of them. [4]

Q.3 Discuss the text formatting features available in MS - WORD. [4]

Q.4 How are charts useful in MS - EXCEL? Compare any two types of charts available in MS - EXCEL. [4]

Q.5 Explain the steps for creating a power point presentation. [4]

Q.6 Explain the procedure to link two tables in MS - ACCESS taking appropriate example. [4]

PART – C

Q.7 Discuss: Desktop, Taskbar and File Manager with respect to Windows Operating System. [12]

OR

What do you mean by operating system? List out the functions of it. Discuss the types of operating system in detail. [12]

Q.8 (a) Discuss various options related to paragraph formatting in MS - WORD. [8]

(b) What is format painter? How can we use it? [4]

OR

(a) Discuss mail - merge facility with appropriate example. [8]

(b) Discuss the various options you can use while searching for text with the Find command. [4]

Q.9 (a) What is database in MS - EXCEL? Discuss various database related options available in MS - EXCEL. [6]

(b) List out few useful built - in functions of different categories in MS - EXCEL and explain one from each category. [6]

OR

(a) What is the use of pivot table? Discuss the procedure to create pivot table. [6]

(b) Explain IF function in detail with example. [6]

Q.10 (a)   What is slide master? Discuss the use of it. How can we create slide master?   [6]

(b)   Discuss various features available in power point to customize the slide layout.   [6]

OR

(a)   Explain various views in power point presentation.   [6]

(b)   Explain custom animation and slide transition.   [6]

Q.11 (a)   Explain creating a table using Design view and Form Wizard view.   [6]

(b)   What is a Query? Discuss the different options in creating a query.   [6]

OR

(a)   What is report? What the steps are for creating a report using an Auto report?   [6]

(b)   Explain how you can create a form in MS-ACCESS.   [6]