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Term-End Examination - December, 2016

Diploma in Computer Application

DCA02: OFFICE AUTOMATION (WORD, EXCEL, POWERPOINT)

(2016 Syllabus)

Time - 3 Hours

Full Mark – 100

Answer any four questions from Group - 'A', any two questions from Group - 'B' and any three questions from Group - 'C'.

Group - 'A'

Mark: $5 \times 4 = 20$

(Answer any four questions each within 100 words)

Q. No. 1

- (a) Write the procedure to create a table in MS-Word.
- (b) How to insert an equation in MS Word?
- (c) What is a Spread sheet? What are its functions? Give an example.
- (d) How can you undo and redo changes in a Ms-word document?
- (e) Write a procedure to create a new MS Power point presentation.
- (f) Why do we need a Data Table?
- (g) Explain how to choose a design template for a PowerPoint slide.

Group 'B'

Mark: $10 \times 2 = 20$

(Answer any two questions each within 250 words)

Q. No. 2

- (a) Write the process to copy and move text from one document to another document.
- (b) Define a Table, Row, Column and Cell in Ms-Excel. How to format a Cell?
- (c) How are charts useful in Excel? Compare any three charts types available in Excel.
- (d) What is a clip art and how to use clip art?
- (e) Write the important features of MS-PowerPoint.

Group 'C'

Mark: $20 \times 3 = 60$

(Answer any three questions each within 500 words)

Q.No.3.What are the tools used in MS-Word 2010? Explain in detail.

Q.No.4.What is a ribbon? How many components are consisting in ribbon? Explain in Detail.

Q.No.5. Worksheet can be formatted in various ways, what are they? Explain.

Q.No.6. What are the components of Power point 2010?

Q.No.7. What are the different ways to decorate a text in power point?

Q.No.8. Write formula for the operations (i) – (iii) based on the spreadsheet given below along with the relevant cell addresses:

	A	B	C	D	E	F	G
1	SNO	Name	Science	Math.	Computers	Total	Average
2	1	Swati	70	80	87	--	--
3	2	Shruti	90	98	89	--	--
4	3	Neelu	90	90	98	--	--
5	4	Rosy	60	76	79	--	--
6	5	Shreya	50	45	67	--	--
7							

- (i) To calculate the Total Marks as sum of Science, Math. & Computers for each student and display them in column F.
- (ii) To calculate the average marks for each student and display them in column G.
- (iii) To calculate the highest marks in Computers and display it in cell E7.