

(4)

Group—D

4. Answer any *two* questions each within 300 words : $15 \times 2 = 30$
- (a) What are the components of PowerPoint?
- (b) Define the following terms of MS-Excel :
- (i) Special symbols (iv) Templates
(ii) Pivot tables (v) File menu.
(iii) Data tables
- (c) Write the steps to Create a document And
- (i) Apply various font parameters
(ii) Put Bullets and Numbers
(iii) Apply Left, Right, and Centre alignments
(iv) Apply hyperlinks
(v) Insert pictures
(vi) Insert ClipArt
(vii) Show the use of WordArt
(viii) Add Borders and Shading
(ix) Show the use of Find and Replace
(x) Apply header/footers.

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Course Code
CSP - 41
DCA - 02

Term End Examination - December, 2019

OFFICE AUTOMATION

PG Diploma in Computer Applications (PGDCA)
Advance Diploma in
Computer Applications (ADCA)
Diploma in Computer Applications (DCA))

Time : 3 hours

Full Marks : 100

The figures in the right-hand margin indicate marks

Answer **all** Groups as directed

Group—A

1. Answer *all* the questions, each within 1 word or 1 sentence: $1 \times 10 = 10$
- (a) Define the status bar of MS-Excel.
- (b) Define Textbox.
- (c) How to add a new worksheet in a workbook?
- (d) Write a procedure to create a new MS-PowerPoint.

(2)

- (e) How to insert a page break in MS-Word?
- (f) Define Bullets.
- (g) How to insert a picture in MS-Word?
- (h) Write the procedure to delete a worksheet.
- (i) Show the steps to find and replace values in the worksheet.
- (j) What is the use of MS-Word?

Group—B

- 2.** Answer any *four* questions each within 100 words : 5×4=20
- (a) Create any document and show the difference between paste and paste special.
 - (b) Write the procedure for cut and paste operations in PowerPoint.
 - (c) What are keyboard shortcuts in a worksheet?
 - (d) Write a note on print preview in MS-Word.

(3)

- (e) Write the use of undo and redo operation.
- (f) What is MS-Excel?

Group—C

- 3.** Answer any *four* questions each within 200 words : 10×4=40
- (a) What is ribbon and what are its components in MS-Excel?
 - (b) What are the tools used in MS-Word 2010?
 - (c) Write the procedure to insert a chart in MS-Word.
 - (d) Write a short note on Data filtering and Data sorting of MS-Excel.
 - (e) Write the steps to change character width and line spacing MS-Word.
 - (f) Write the working of slides, textboxes, slide notes, sections and outlines of PowerPoint.