

Term End Examination - December, 2017

Diploma in Computer Application

Office Automation (Word, Excel and PowerPoint)

DCA 02

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'

(Answer any four questions each within 100 words)

Mark: 5 X 4= 20

Q. No. 1

- a) How to edit and save a MS Word document?
- b) Write the uses of MS Word.
- c) Describe the copy/moving text between two different MS Word documents.
- d) How to create a new MS excel worksheet?
- e) Write a procedure for rearranging slides in MS Power point.
- f) What is a range? How it differs with cell?
- g) How to create a design template?

Group 'B'

(Answer any two questions each within 250 words)

Mark: 10 X 2= 20

Q. No. 2

- a) What are the steps required to Cut and paste the text from one document to another document.
- b) Define the given terms: Borders, Chart, and Textbox of MS PowerPoint.
- c) What are the steps to give header and footer in a document?
- d) How to create a chart in MS Excel?
- e) How to add a screenshot to a slide?

Group 'C'

(Answer any three questions each within 500 words)

Mark: 20 X 3= 60

- Q.N. 3. Define MS Excel. What are the tools used in MS Excel? Write the use of formulas in worksheet.
- Q.N. 4. Write the procedure to insert a chart in MS PowerPoint.
- Q.N. 5. Write the use and manipulation of tables. Explain the procedure of inserting of rows and columns?
- Q.N. 6. What is MS Word and write the different functions of MS Words.
- Q.N. 7. Write a note on Pivot table along with an example.
- Q.N. 8. Define the following terms of MS Power Point.
- i) Slide master
 - ii) Shapes to a slide
 - iii) Slides zoom in-out
 - iv) Sidebars
 - v) Textboxes
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