

**Term End Examination - June, 2017**  
**Diploma in Computer Application**  
**DCA-02: 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 use of File tab or File menu in MS-Word?  
(b) How to insert a picture?  
(c) What is a header?  
(d) What are formulas in worksheet?  
(e) What is a word art and how to use word art MS-Excel?  
(f) Define Textbox.  
(g) Write the procedure for Cut and paste operations in PowerPoint?

**Group -‘B’**

Mark:  $10 \times 2 = 20$

*(Answer any **two** questions each within 250 words)*

- Q. No. 2(a) Define MSWord. What are the tools used in MS-Word 2010?  
(b) Write the procedure to sort a table.  
(c) What is data filtering?  
(d) What is a picture tool and how to use picture tool?  
(e) What is a side bar and why it is used in MS PowerPoint?

**Group -‘C’**

Mark:  $20 \times 3 = 60$

*(Answer any **three** questions each within 500 words)*

- Q.No. 3. What is a table? How to create a table in MS-Word? Write the steps to add a row to a table.
- Q.No.4. What is a ribbon and what are its components in MS Excel?
- Q.No.5. What are the components of PowerPoint 2010?
- Q.No.6. Write the steps to add a new slide and delete a slide in MS PowerPoint.
- Q.No.7. What is a view and what are various kinds of views in PowerPoint?
- Q.No.8. Define the following terms of MS-Excel.
- i) Title Bar
  - ii) Status Bar
  - iii) Column bar
  - iv) File tab