

Term End Examination : June – 2018
Diploma in Computer Applications
OFFICE AUTOMATION (Word, Excel, Powerpoint)

DCA-02

Time: 3 hours

Full Marks: 100

Read the instructions carefully before attempting questions from each group.

GROUP – A

Q.No. 1. Answer all questions selecting the right options. Each carries 1 Mark [1 X 10 = 10]

- i) Which of the following is not available on the Ruler of MS Word screen?
a. Tab stop box b. Left Indent c. Right Indent d. Center Indent
- ii) "Ctrl + N" is used to
a. Save Document b. Open Document
c. New Document d. Close Document
- iii) "Ctrl + End" is used to
a. Moves the cursor to the end of Line
b. Moves the cursor to the end of Document
c. Moves the cursor to the end of Paragraph
d. None of the Above
- iv) Portrait and Landscape are
a. Page Orientation b. Paper Size
c. Page Layout d. All of above
- v) Change the _____ to create a document in wide format
a. Page Orientation b. Page margins
c. Paper Style d. Paper Source
- vi) Which of the following methods cannot be used to enter data in a cell
a. Pressing an arrow key b. Pressing the Tab key
c. Pressing the Esc key d. Clicking on the formula bar
- vii) You can activate a cell by _____ in MS Excel
a. Pressing the Tab key b. Clicking the cell
c. Pressing an arrow key d. All of the above
- viii) How do you insert a row?
a) Right-click the row heading where you want to insert the new row and select Insert from the shortcut menu
b) Select the row heading where you want to insert the new row and select Edit >Row from the menu
c) Select the row heading where you want to insert the new row and click the Insert Row button on the standard toolbar

- d) All of the above
- ix) How do you delete a column?
- Select the column heading you want to delete and select the Delete Row button on the standard toolbar
 - Select the column heading you want to delete and select Insert Delete from the menu
 - Select the row heading you want to delete and select Edit>Delete from the menu
 - Right click the column heading you want to delete and select delete from the shortcut menu
- x) Hyperlinks can be
- Text
 - Drawing objects
 - Pictures
 - All of above

GROUP – B

Q.No. 2. Answer any 4 questions each within 50 words. Each carries 5 marks [5 X 4 = 20]

- Write the steps to working with charts on a slide.
- Write about Pivot table.
- Discuss Word art in MS Excel.
- Discuss the transition tab in Ms PowerPoint.
- How the workbook security can be applied?
- Discuss about textbox and slide.

GROUP – C

Q.No.3. Answer any 4 questions each within 200 words. Each carries 10 Marks [10 X 4 = 40]

- What are different ways for formatting text?
- Write about cut and paste operations on slide.
- Explain about the four views in MS Powerpoint?
- What is a file tab in MS Excel and what is its role?
- What is IF function in excel explain with example?
- Explain the use of AND function in MS Excel?

GROUP – D

Q.No.4. Answer any 2 questions each within 250 words. Each carries 15 Marks. [15 X 2 = 30]

- Describe the tools defined in MS Word?
- Describe the tabs used in MS PowerPoint?
- What are the different formulas in MS Excel describe any five formulas?
- Explain different types chart in MS Excel?