

Subject : Office Automation

Day : Monday
Date : 06/06/2016



Time : 10.00 AM TO 1.00 PM
Max Marks : 80 Total Pages : 1

N.B.

- 1) Solve any **FIVE** questions from Section – I. Each question carries 10 marks.
 - 2) Solve any **TWO** questions from Section - II. Each question carries 15 marks.
 - 3) Answers to both the sections should be written in **SAME** answer book.
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SECTION – I

- Q.1** What is data processing? Explain the terms files, records and fields.
- Q.2** Explain the use of formula bar in MS-Excel worksheet? How the subtotals and grand totals calculated in MS-Excel?
- Q.3** Describe main modules of Windows Operating System.
- Q.4** Explain the following options in MS-Word
- a) Bold
 - b) Italic
 - c) Underline
 - d) Alignment
 - e) Bullet and Numbering
- Q.5** Explain how to create chart in MS-Excel.
- Q.6** Differentiate between Internet and Intranet.
- Q.7** Write short notes on any **TWO**:
- a) Network
 - b) Note Pad
 - c) Control Panel

SECTION – II

- Q8** What is meant by Internal and External DOS commands? Explain with examples.
- Q.9**
- a) Explain CUT, COPY, PASTE functions from EDIT menu.
 - b) Write note on page set-up and page numbering in MS-Word.
- Q.10** Write any four data types in MS-Access. Explain why relationships are required and how do they work.

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