

S.D.E.

**B.C.A. (2004 Course Sem- I : SUMMER - 2019
SUBJECT : OFFICE AUTOMATION**

Day : Saturday
Date : 04/05/2019

Time : 02.00 PM TO 05.00 PM
Max. Marks : 80

S-2019-4955

N.B.

- 1) Both the sections should be written in the **SAME** answer book.
- 2) Answer **ANY FIVE** questions from Section – **I**. Each question carries **10** marks.
- 3) Answer **ANY TWO** questions from Section – **II**. Each question carries **15** marks.

SECTION - I

- Q.1** What is data processing? How data is processed? Explain with suitable example.
- Q.2** a) Write a brief note on GUI (Graphical User Interface)
b) Write a brief note on WordStar.
- Q.3** What is MS-access? Explain in detail the creation and manipulation at data files in MS-access.
- Q.4** Write short notes (**Any Two**)
a) Multitasking
b) Internet
c) Word processor
- Q.5** Explain MS-DOS applications in detail.
- Q.6** What are the various components of MS-excel?
- Q.7** Explain CUT, COPY, PASTE functions from EDIT menu with an example.

SECTION - II

- Q.8** What is the use of network? Explain different types of network with its advantage and disadvantages.
- Q.9** What is MS-word? Explain the different formatting tools available in MS-word.
- Q.10** How to summarize data using pivot table? Write down the steps for it.

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