

S.D.E.

B.C.A. (2004 COURSE SEM- I : SUMMER - 2018

SUBJECT: OFFICE AUTOMATION

Day: **Friday**
Date: **01/06/2018**

S-2018-4340

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

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 **SEPARATE** answer books.

SECTION-I

- Q.1** What is schema? Explain in detail E-R Model. **(10)**
- Q.2** Explain star topology with diagram. **(10)**
- Q.3** What is template? Write steps to save a document as a template. **(10)**
- Q.4** a) What is file organization? Describe different types of file organization. **(05)**
b) Write uses of recycle bin. **(05)**
- Q.5** Explain different objects of MS-Access database. **(10)**
- Q.6** a) Write note on page setup and page numbering in MS-Word. **(05)**
b) What is spreadsheet? Describe its uses. **(05)**
- Q.7** Write short notes on **(ANY TWO)** **(10)**
- a) File Manager
b) FTP
c) WWW

SECTION-II

- Q.8** What is macro? Describe the steps involved in recording a macro. **(15)**
- Q.9** What is network? Explain different types of networks. **(15)**
- Q.10** Describe the steps required to create reports in MS-Access. **(15)**

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