

**SDE**  
**B.C.A. (2004 Course Sem- I : WINTER - 2018**  
**SUBJECT : OFFICE AUTOMATION**

Day : Friday  
Date : 30/11/2018

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

**W-2018-4502**

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**N.B.**

- 1) Both the sections should be written in the **SEPARATE** 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.
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**SECTION - I**

- Q.1** What is Network? Explain advantage and disadvantage of Network. Differentiate between Internet and Intranet.
- Q.2** Explain the Data processing terms following with an example.
- a) Files
  - b) Records
  - c) Fields
  - d) Database
- Q.3** What is MS-Excel? How to prepare charts using MS-Excel? Explain with suitable example.
- Q.4** Explain the following options in MS-Word.
- a) Italic
  - b) Underline
  - c) Alignment
  - d) Header
  - e) Bullets
- Q.5** What is word processor? Explain five functionalities in MS-word.
- Q.6** What is MS-access? Explain file creation and manipulation in MS-access in detail.
- Q.7** What is pivot table? Describe pivot table example in detail.

**SECTION - II**

- Q.8** Write letters by using mail merge facility to 4 candidates for calling interviews.
- Q.9** What are different data types in MS-access? Explain the steps required to create table in MS-access.
- Q.10** Define GUI. Describe different modules of windows in detail.

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