

S.D.E.

B.C.A. (2004 COURSE SEM- I : WINTER - 2017

SUBJECT: OFFICE AUTOMATION

Day: **Thursday**  
Date: **14/12/2017**

**W-2017-4149**

Time: **10.00 AM TO 1.00 PM**  
Max Marks: **80**

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**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.
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**SECTION-I**

- Q.1** What is database? Describe various features of database. **(10)**
- Q.2** Explain in detail the concept of bus topology. **(10)**
- Q.3** Discuss the salient features of text editor. **(10)**
- Q.4** Discuss any five functions of MS-Excel. **(10)**
- Q.5** Explain multiprocessing and multitasking. **(10)**
- Q.6** Explain various table properties in MS-Word. **(10)**
- Q.7** Write short notes on **(ANY TWO)** **(10)**
- a) HTTP
  - b) Print Manager
  - c) Intranet

**SECTION-II**

- Q.8** What is use of mail merge? Describe the steps required to create main document and data source in mail merge. **(15)**
- Q.9** Describe the steps required to create letter using a letter wizard. **(15)**
- Q.10** Explain relationships in MS- Access. How are they classified? Explain. **(15)**

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