

S.D.E.

**M.B.A. (IT) SEM – I (2010 COURSE) 3 YEAR COURSE) :**  
**WINTER - 2017**

**SUBJECT : OFFICE AUTOMATION**

Day : **Wednesday**  
Date : **13/12/2017**

**W-2017-4342**

Time : **10.00 A.M. TO 1.00 P.M.**  
Max. Marks : 70

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**N.B.:**

- 1) Attempt **ANY FOUR** questions from Section – I and **ANY TWO** questions from Section – II.
  - 2) Answers to both the sections should be written in **SEPARATE** answer books.
  - 3) Figures to the right indicate **FULL** marks.
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**SECTION – I**

- Q.1** What is Operating System? What are the features of Unix Operating System? [10]
- Q.2** Write the purpose of following in word processor: [10]  
a) Header – footer      c) Page setup      e) Spell check  
b) Find and replace      d) Print preview
- Q.3** Explain the purpose of following menu in Power Point Presentation: [10]  
a) Insert      b) Design
- Q.4** Explain different icons with their properties of desktop. [10]  
[10]
- Q.5** Write short notes on **ANY TWO** of the following: [10]  
a) Windows Explorer  
b) Recycle bin  
c) Word pad

**SECTION – II**

- Q.6** Write the applications of spread sheet. What are macros in MS-Excel? Write the features of MS-Excel. [15]
- Q.7** How the file is created and manipulated in MS-Access? [15]
- Q.8** What is mail-merge in MS-Word? Explain steps of mail-merge with the help of suitable example. [15]

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