F-1883

DIPLOMA IN COMPUTER APPLICATION (FIRST SEMESTER)
EXAMINATION, Dec. - Jan., 2021-22
(New Course)
ESSENTIALS OF OFFICE AUTOMATION

(DCA- 102)

Time : Three Hours]   *[Maximum Marks:100*

[Minimum Pass marks : 33

Note : Attempt any two parts from each unit. All questions carry equal marks.

Unit - I

1. (A) Describe the procedure to insert header and footer with necessary example.

   (B) Discuss five shortcut commands in word with example.

   (C) Discuss the procedure of managing data sources during mail merging.

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Unit - II

2. (A) Describe the procedure to save, open and print workbook in Excel.

   (B) Discuss ten statistical functions in Excel with example.

   (C) Discuss the procedure of drawing charts in Excel.

Unit - III

3. (A) What is use of smart shapes in power point? Explain with example.

   (B) Discuss the procedure of applying design in power point. Explain with example.

   (C) Discuss the role of master slide in power point presentation.

Unit - IV

4. (A) What is a macro? Explain the objects of Access Database.

   (B) What are the differences between a form and a report?

   (C) Describe various types of queries in Access.

Unit - V

5. (A) Mention the shortcuts for Voucher Creation and Alteration Screen in Tally.

   (B) Mention the two pre-defined ledgers available in Tally.

   (C) Describe the procedure to prepare trial and balance sheet in Tally.