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**P.G. Diploma in Computer Applications
(First Semester)
EXAMINATION, Dec. - Jan., 2021-22
(New Course)
OFFICE AUTOMATION AND TALLY
(PGDCA - 102)**

[Time : Three Hours]

[Maximum Marks:80]

Note: Attempt all sections as directed.

**Section - A
(Objective/multiple choice Questions)**

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

P.T.O.

Unit - I

1. (A) Explain mail - merge feature of microsoft word with the help of example. Also explain the step of mail merge of document.
- (B) Write short notes on: -
 - (1) Page Layout Tab
 - (2) Find & Replace
 - (3) Format Pointer
- (C) Explain the following from insert Tab
 - (1) Header - Footer
 - (2) Pictures
 - (3) Equation & Symbols

Unit - II

2. (A) What is chart. Write the step for creating chart and its types.
- (B) Explain formulas Tab with the following.-
 - (1) Min
 - (2) Autosum
 - (3) Fact
 - (4) Mod

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(C) Describe the use of excel sheet and following terms.

- (1) Cell
- (2) Worksheet
- (3) Workbook

Unit - III

3. (A) What is Ms-Power Point? Explain creating new slides, saving opening and printing slide.
(B) Explain Animaton tab and its features.
(C) Write short notes on:
 - (1) Hyperlink and Action
 - (2) Slide Orientation
 - (3) Presentation views

Unit - IV

4. (a) Write steps to create database in Ms-Access. How to create table and insert data item in own database? Give suitable example.
(B) Explain external Data Tab in detail.
(C) Write short notes on:-
 - (1) Pivot table view
 - (2) Data Type
 - (3) Relationship

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Unit - V

5. (A) Write the features of Tally.
(B) What do you mean by Voucher? Explain the importance of voucher in Tally accounting.
(C) Wrie short notes on:-
 - (1) Backing up data
 - (2) Ledger
 - (3) Bills Receivable