E–1883

Diploma in Computer Application
(First Semester)
EXAMINATION, Dec.-Jan., 2020-21

(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 question. All questions carry equal marks.

Unit—I

1. (a) Explain mail-merge features of MS-Word. Explain with example.

    (b) How can you create the following in MS-Word ?

        (i) Table

        (ii) Chart

        (iii) Word Art

        (iv) Word Document

    (c) What do you mean by page layout ? How can we add or change the border of a page ?

P. T. O.

2. (a) What is MS-Excel ? Explain its features.

   (b) How are charts useful in Excel ? Compare any *three* chart types available in Excel.

   (c) Explain any *five* statistical or mathematical functions available in MS-Excel with the help of example.

Unit—III

3. (a) Discuss the advantages of PowerPoint and explain various types of slide.

   (b) What is slide transition and how to animate slide transition ? Explain.

   (c) Write the steps for adding audio and video effects in PowerPoint slide.

Unit—IV

4. (a) What do you mean by database ? Explain the types of database.

   (b) What do you mean by relationship ? Discuss one to one, one to many and many to many relationship.

   (c) What do you mean by QUERY ? Explain update, delete, selection query. (Assume your own data).

Unit—V

5. (a) What is Accounting ? Write the utilities and advantage of accounting. Discuss the types of accounts.

   (b) What do you mean by Voucher Entry ? Explain various types of voucher used in accounting.

   (c) Explain trial balance with the help of an example.

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