

Roll No.

E-1896

P. G. Diploma in Computer Application

(First Semester)

EXAMINATION, Dec.-Jan., 2020-21

(Old Course)

OFFICE AUTOMATION AND TALLY

(PGDCA—103)

Time : Three Hours]

[Maximum Marks : 100

Note : Attempt any *two* Parts from each Unit. All questions carry equal marks.

Unit—I

1. (a) Explain the different various of window operating system.
- (b) Write short notes on the following :
 - (i) My Computers
 - (ii) Desktop
- (c) What do you understand by object linking and embedding ?

Unit—II

2. (a) Explain the mail merge used in Microsoft Word.

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- (b) Differentiate between the absolute and relative addressing in Microsoft Excel.
- (c) What is Worksheet ? Write down the step to insert graphs and charts in MS-Excel.

Unit—III

- 3. (a) Explain, how you apply the transitions and animation effects in a PowerPoint Presentation.
- (b) Discuss looking and trenching in FoxPro.
- (c) Write down the steps in FoxPro for inserting and retrieving data from the database files.

Unit—IV

- 4. (a) Explain the advantage of using MS-Access ? Write down the steps of creating table in MS-Access.
- (b) Explain the different Data controls used in MS-Access.
- (c) Write down the steps for creating reports in MS-Access.

Unit—V

- 5. (a) Explain the use and advantage of Tally ERP Software.
- (b) Explain, how you will perform the entry for Income Tax, ED, VAT and loans in Tally Software.
- (c) What you understand by ledger ? Write down the steps for creating ledger in tally.