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**Roll No. \_\_\_\_\_\_\_\_\_\_\_\_**

**BCA-1214**

**BCA (I Semester) Examination, Dec-2018**

**COMPUTER SCIENCE**

**Office Automation (Back Paper)**

*Time Allowed: Three Hours] [Maximum Marks: 70*

**Note:** Answer **all** questions.

**Q.1** Attempt any six of the following questions. **5\*6=30**

1. What is use of Headers and Footers in MS-WORD?
2. Write the features of Bullets and Numbering in MS-WORD.
3. Explain different features of MS-Excel.
4. Define a cell reference.
5. What is Power point?
6. Discuss about the term Transition used in PPT.
7. What is MS-Access?
8. Define a GUI.

**Q.2** Briefly explain about the Water mark used in MS-WORD. **10**

OR

What is page layout in MS-WORD? Explain it.

**Q.3** What is difference between Sorting and Filtering in MS-Excel? **10**

OR

Explain the application of MS-Excel with the help of a suitable example.

**Q.4** Explain the all features in Power Point with the help of a suitable example. **10**

OR

Write the steps to create a presentation in Power point with the help of a suitable example.

**Q.5** Write short notes on: - **10**

i) Advanced Animation. ii) Slide Show

iii) Themes. iv) Slide Sorter.

OR

Define Electronic Messaging. Explain it.