**(Printed Pages 01)**

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

**BCA-1622**

**B.C.A. (I Semester) Examination, Dec.2018**

**COMPUTER SCIENCE**

**Office Automation**

*Time Allowed: Three Hours] [Maximum Marks: 50*

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

**Q. 1.** Attempt any **six** of the following. **3\*6=18**

1. Explain the use of the following shortcut commands in MS word.
2. CTRL + N
3. CTRL + R
4. CTRL + C
5. Briefly explain which command is used to reversing the last action you take while working with a word document.
6. Explain MS-Excel and its Basics.
7. How can you wrap the text within a cell?
8. What is freeze Panes in MS-Excel?
9. What is the slide sorter view?
10. Differentiate between Data and Information.
11. To make one section of slide in your presentation use a different design template from other slide. What do you do?

**Q. 2.** Discuss word processing and write down its applications. **8**

**OR**

Can I add or Remove buttons from the Toolbars in MS-office? Write all the steps to add a button to a toolbar and to remove button.

**Q. 3.** What are charts in MS-Excel? Explain each with example. **8**

**OR**

Difference between COUNT and COUNTIF in MS-Excel. Explain with suitable example.

**Q. 4.** Distinguish between animation and transition in detail. **8**

**OR**

Write short note on the following (Attempt any four)-

1. Advanced Animation
2. Slide Show
3. Themes
4. Smart Art
5. Format Painter
6. Header & Footer

**Q. 5.** How you can create a simple Query in MS-Access? Explain with Example. **8**

**OR**

What are the types of relationship can be formed between different data’s? Explain how you can build a relationship between the different databases in MS-Access.