

Subject : Office Automation

Day : Friday
Date : 09/12/2016



Time : 10.00 AM TO 1.00 PM
Max Marks : 80 Total Pages : 1

N.B.

- 1) Solve any **FIVE** questions from Section – I. Each question carries 10 marks.
 - 2) Solve any **TWO** questions from Section - II. Each question carries 15 marks.
 - 3) Answers to both the sections should be written in **SAME** answer book.
-

SECTION – I

- Q.1** What is file organization? Describe any two file organization with their advantages.
- Q.2** What are the steps involved in Mail-Merge Facility of MS-Word?
- Q.3** What are different functions available in MS-Excel? Explain how to create Chart in MS-Excel.
- Q.4** Explain the concept of internet, intranet with their uses.
- Q.5** Explain any four icons in control panel in Windows.
- Q.6** How to check spelling and grammar in word document? Explain with example.
- Q.7** Write short notes on any **TWO**:
- a) Desktop Publishing
 - b) Note Pad
 - c) Paint Brush

SECTION – II

- Q8** Write an appropriate DOS command with example for following:
i) Type ii) CHK DSK iii) SORT iv) ATTRIB v) COPY
- Q.9** Write any four data types in MS-Access. Explain why relationships are required and how do they work.
- Q.10**
- a) Explain any four operations on table in ‘Table’ menu in MS-Word with example.
 - b) Explain change case, Bullets and Numbering and font in MS-Word document with examples.

* * *