

This question paper contains 2 printed pages.

B.C.A.(Part - I)

Roll No. _____

136

Off. Man. Tool

B.C.A. (PART I) EXAMINATION - 2018
(FACULTY OF SCIENCE)
(Three - Year Scheme of 10+2+3 Pattern)
Page No. 136
(Office Management Tools)

Time Allowed : Three Hours

Maximum Marks - 100

Question paper consists of three Parts.

All THREE Parts are compulsory.

PART - I: (Very Short Answer) consists of 10 questions of two marks each with two questions from each unit. Maximum limit for each question is up to 40 words.

PART - II: (Short answer) consists of 5 questions of four marks each with one question from each unit. Maximum limit for each question is up to 80 words.

PART - III: (Long answer) consists of 5 questions of twelve marks each with one question from each unit with internal choice.

PART - I

1. a. Explain "Attrib" DOS Command with syntax. ✗
- b. What do mean by booting sequence? Explain.
- c. What do you mean by Thesaurus? Explain. ✗
- d. How to set a page into two columns? Write steps. ✗
- e. What is difference between work-book and work-sheet? Explain
- f. What is short cut key to select entire column? Explain ✗
- g. Which Power Point feature allows the user to create a simple presentation quickly? Explain.
- h. How to edit an embedded organization chart object? Write steps.
- i. What are the different views to display a table? Explain.
- j. How duplicate Query wizard is helpful?

PART - II

2. Write five comparisons between Data and Information.

3. Explain the use of following commands in MS - Word using suitable examples -
 - a. Format Painter
 - b. Watermark
4. How to work with formulas in excel? Explain
5. What is a Power Point presentation? Describe Custom Animation.
6. What are the advantages of Database Management System over File System? Explain

PART - III

1. Define OS. Write basic functions of OS. Compare NFS and FAT on the basis of various features

OR

Write notes on the following DOS commands -

- a. COPY CON
 - b. XCOPY
 - c. MOVE
 - d. CHKDSK
 - e. FC
 - f. TREE
2. What is Mail-Merge? What are the advantages of mail-merge? Write steps to create Mail - Merge.

OR

How to convert a word document into Word Perfect Rich text and Text Format? Write all steps.

3. Write notes on -
 - a. Find & Select
 - b. Conditional Formatting
 - c. Trace Precedents and Trace Dependents
 - d. Cell Styles

OR

What is a macro? What are the importances of macros in Excel? Write steps to create a macro.

4. Write notes on.
 1. Transition in Power Point
 2. Action Buttons

OR

What is slide master and slide layout in Power Point? Explain in detail.

5. What do you mean by DBMS? Explain different types of DBMS in detail.

OR

Explain reports in MS-Access. Explain two methods to create reports in MS-Access