This question paper contains 2 printed pages.　　Roll No. ....　　............

B.C.A. (Pt. -I)　　　　　　　　　　　　　　　　**Off. Man. Tool**

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B.C.A. (Part-I) EXAMINATION - 2019
(Faculty of Science)
(Three-Year Scheme of 10+2+3 Pattern)
OFFICE MANAGEMENT TOOLS - 136

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. Maximum limit for each question is upto 40 words.*

PART-II : *(Short answer) consists of 5 questions of four marks each. Maximum limit for each question is upto 80 words.*

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

Write your roll number on question paper before start writing answers of questions.

PART - I

1.　(a)　Define Bookmark in MS-Word.

　　(b)　What is Replace short key ?

　　(c)　What is macro ?

　　(d)　What is thesaurus ?

　　(e)　Define "COPYCON" DOS Command with syntax.

　　(f)　What is "Save as" ?

　　(g)　What is page orientation ?

　　(h)　Define Hyperlink.

　　(i)　Define Master Slide.

　　(j)　Define Column Charts.

PART - II

2.　Describe validation in MS-Excel.

3.　What is a PowerPoint Presentation ? Describe Slide Transition.

4.　What is goal seek in MS-Excel ? Explain.

5.　Describe a Database Planning in MS-Access.

6.　Describe page setup in MS-Word.

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PART - III

1. What is Operating System ? Differentiate between NTFS and FAT file system.

OR

Write short notes on the following DOS Commands :

(a) CD

(b) DIR

(c) TYPE

(d) COPYCON

(e) DEL

(f) RD

2. How to create a mail-merge explain in detail using suitable example.

OR

How to convert a word document into different formats like Rich Text and Word Perfect ?

3. Write short notes :

(a) Find and Replace

(b) Trace Precedents and Trace Dependents

(c) Watermark

(d) Sorting and Filtration

OR

What is a Pivot Table in Excel ? Explain using suitable example.

4. Write notes on :

(a) Header and Footer toolbar.

(b) Custom animation in powerpoint.

OR

What is Slide Master and Slide Layout in PowerPoint ? Explain in detail.

5. Explain forms in MS-Access. Explain all methods to create forms in MS-Access.

OR

What is DBMS ? Explain Different types of DBMS in details.

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