

APRIL-2016

CODE-8060

First Year B.Sc. (I.T.)

Paper No. 104: Office Automation

Time: 3 Hours

Total Marks: 100

- Q.1 (a) Explain the different types of computer. [10]  
(b) What is Operating System? Explain the features of Operating System. [10]

OR

- Q.1 (a) Explain ALU and CU with block diagram. [10]  
(b) What is Editor? Explain the usage of different editor [10]

- Q.2 (a) What is Macro? How it works. [10]  
(b) Explain the usage of mail merge with one application [10]

OR

- Q.2 (a) Explain Header and Footer with example. [10]  
(b) Explain Find, Replace, Undo, Redo and Print command with its shortcut key [10]

- Q.3 (a) Write Short note on : Facilities of Ms- Excel [10]  
(b) Explain any five mathematical functions with its syntax. [10]

OR

- Q.3 (a) Explain the freeze panel functionality in MS- Excel [10]  
(b) Describe the function IF ( ) and DATE ( ) with example. [10]

- Q.4 (a) Explain what is analysis in detail [10]  
(b) Explain the application of spreadsheet [10]

OR

- Q.4 (a) Explain the pivot table with example. [10]  
(b) Write short note on : Types of charts [10]

- Q.5 (a) Explain the usage of power point. [10]  
(b) Write Short note on : Animation in power point [10]

OR

- Q.5 (a) Explain the slide show menu with option [10]  
(b) Explain the use of Movie and Sound option in power point [10]

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