F.Y.B.Sc. (I.T.)

Paper – 104: Office Automation

Time: 3 Hours   Total Marks: 100

Q.1 **(a)** Define: Software. Explain its types in detail. [10]

  (b) Distinguish between following terms: [10]

     1. Linux-Windows   2. Software-hardware.

OR

Q.1 **(a)** Draw and Explain basic block diagram of computer. What are the various [10] generations of computer evolution?

  (b) Explain with an example: Primary memory, Secondary Memory, [10] Hardware, Software.

Q.2 **(a)** Write short cuts for following actions: [10]
     1. Copy a picture of the screen to clipboard.
     2. Redo or to repeat an action.
     3. Move to the beginning of an entry
     4. Switch to next window.
     5. Opening of Internet Explorer

  (b) Distinguish between (i) Paste - Paste Special and (ii) word-word template. [10]

OR

Q.2 **(a)** Explain following features of Microsoft word. [10]

     Font, Subscript-Superscript, BookMark, Hyperlink, Bulleting-Numbering

  (b) Explain Indent-Tab and format-format painter in detail. [10]

Q.3 **(a)** Explain following for MS-EXCEL with an example [10]

     1.Autosum 2. Pivot Table 3. Function 4. Worksheet.

  (b) Write syntax of following functions: [10]
     1. IF()   2. ROUND()   3. IFERROR()   4. TIME()   5. SUM()

OR

Q.3 **(a)** How chart can be inserted in the sheet? What types of chart are in excel? [10]

  (b) Write syntax for following functions. [10]
     1. ROUNDUP()   2. MEDIAN()   3. TRUNC()   4. DATEDIFF()   5. ACRINT()

Q.4 **(a)** What is lookup table? How it can be created? How it is useful? [10]

  (b) Explain how to carry out following functions: [10]
     1.   Freezing of a row or column
     2.   Applying Break

3. Filter
4. Removing Duplicate
5. Comment

<center>OR</center>

Q.4 (a) Explain: Validation, sorting, parsing and inserting function in Microsoft excel. [10]

(b) What is the function of Goal Seek and scenario manager? [10]

Q.5 (a) Explain various presentation and master view. What is the difference between them? [10]

(b) Write short note: Transitions and Animations in PowerPoint. [10]

<center>· OR</center>

Q.5 (a) Give 5 reasons why PowerPoint presentation is so popular in project presentations for students. What are the differences between PPT, PPTX and PPS extensions. [10]

(b) What is slide show? Explain Broadcast slide show, custom slide show, record slide show and custom slide show. [10]

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