



RH-5399

Seat No. _____

First Year B. B. A. Examination

March / April – 2011

Office Automation Tools (Theory)

(Old Course)

Time : **1.30** Hours]

[Total Marks : **50**

WINDOWS O/S

1 Answer following questions : (any **two**) **10**

- (1) Write detailed notes on "My Computer".
- (2) What is Recycle Bin ? Explain usage of it.
- (3) Answer following :
 - (a) Discuss file property dialog box to set attributes for a file.
 - (b) Windows explorer to copy or move objects from one place to another on your computer.

MS WORD

2 Answer following questions : (any **four**) **20**

- (1) Write note on features of Word Processor.
- (2) Character formatting using font dialog box.
- (3) Usage of Mail Merge utility.
- (4) Usage of find and replace utility for rewarding changes in your word document.
- (5) Explain page setup dialog box.
- (6) Define following terms in brief :
 - (a) Alignment
 - (b) Line Spacing
 - (c) Indentation
 - (d) Gutter
 - (e) Header Margin

MS EXCEL

- 3** Answer following questions : (any **four**) **20**
- (1) Explain the features of Ms Excel.
 - (2) Explain the usage of chart wizard to chart your worksheet data.
 - (3) Explain the options available on alignment tab of format cells dialog box.
 - (4) Explain the concept of Cell, Range, Worksheet, Workbook and Workspace.
 - (5) Explain following function :
 - (a) OR ()
 - (b) AND ()
 - (6) Explain following function :
 - (a) COUNT ()
 - (b) PROPER ()
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