P-866

DIT-02/CCA-02

Tools for Office Automation

Diploma/Certificate Course in Computer
Application (DIT/CCA)

Ist Semester Examination, 2023 (June)

Time : 2 Hours]   **Max. Marks : 100**

Note : This paper is of Hundred (100) marks divided into two
(02) Sections A and B. Attempt the questions contained
in these sections according to the detailed instructions
given therein. Candidates should limit their answer to
the questions on the given answer sheet. No additional
(B) answer sheet will be issued.

SECTION–A

(Long Answer Type Questions)

Note : Section 'A' contains Five (05) long answer type
questions of Twenty six (26) marks each. Learners are
required to answer any Two (02) questions only.

(2×26=52)

1. Explain the operating system function.

2. Explain with example how entering and saving Text in a document.

3. Explain with example how creating slides.

4. Explain database components and Keys.

5. Explain with example how create power point presentation.

SECTION–B
(Short Answer Type Questions)

Note : Section 'B' contains Eight (08) short answer type questions of Twelve (12) marks each. Learners are required to answer any Four (04) questions only.

$(4\times12=48)$

1. Explain exploring Windows XP.

2. Explain exploring MS-Word.

3. What is DBMS? Explain the benefits of DBMS.

4. Explain how to creating tables in MS-Word?

5. What is primary and foreign key? Explain with the help of an example.

6. Explain with example how creating a New Workbook.

7. Explain function and charts.

8. Explain the different types of view used in MS-Power point.

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