

2. How mathematical formulas are applied in MS Excel sheet? Write down the steps for entering mathematical formula in an excel sheet.
3. "Operating System is essential for computer". Justify your answer. Also explain the various applications of an operating system.

Section B
(Short-Answer-Type Questions)

Note - Section 'B' contains Six (06) short-answer-type questions of Five (05) marks each. Learners are required to answer any Four (04) questions only.

(4 x 5 = 20)

1. What are the different types of slides used in MS PowerPoint? Explain their uses.
2. Write down the steps for creating a new workbook. How can we bold, underline and

italicize the data with the help of keyboard (write steps for it) ?

3. Differentiate between primary key and foreign key used in databases.
4. Explain data alignments. What are its different types? Explain.
5. What are the applications of MS Office package?
6. What is the Database management system? Create steps to build a Database of school management system in MS Access.

CCA - 02/DIT - 02

Tools for Office Automation

Certificate in Computer Application

(CCA-16/17)

Diploma in Information Technology

(DIT - 17)

First Semester, Examination - 2019

Time : 3 Hours

Max. Marks : 40

Note - This Paper is of Forty (40) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein.

Section A

(Long-Answer-Type Questions)

Note - Section 'A' contains Three (03) long-answer-type questions of Ten (10) marks each. Learners are required to answer any Two (02) questions only.

(2 x 10 = 20)

1. What are the different categories of charts?
Write down the steps to create a chart in MS PowerPoint.