S-763

Total Pages : 4   Roll No. -------------

DIT-02/CCA-02

Tools for Office Automation

Diploma/Certificate Course in Computer Application

(DIT/CCA)

1st Semester, Examination 2022(Dec.)

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.

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 x 26 = 52]

P.T.O.

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Q.1. Explain the Windows XP operating System.

Q.2. Explain the different types of chart that can be included in MS Excel sheet.

Q.3. Explain Datasheet view in MS-Access.

Q.4. Explain with example how create a database in MS-Access.

Q.5. Explain database components and Keys.

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 x 12 = 48]

Q.1.   Explain the types of Operating System.

Q.2.   Explain the features of MS-Excel.

Q.3.   Explain the following terms in MS-Word:-
    (a)   Bullet
    (b)   Working with fonts
    (c)   Header and Footer

Q.4.   Explain the following terms:-
    (a)   Creating a table
    (b)   Moving around a table
    (c)   Merging and Splitting Cells

Q.5.   Explain the following terms in MS-Excel:-
    (a)   Title bar
    (b)   Tool bar
    (c)   Formula bar

Q.6.   Explain with example how creating a New Workbook.

Q.7. Explain the following terms:-

(a) Operators in Excel

(b) Mathematical Calculation in MS-Excel

(c) DBMS

Q.8. Explain with example how creating a power point presentation.

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