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CCA-02/DIT-02

Tools for Office Automation

Certificate in Computer Application(CCA-16/17)

Diploma in Information Technology(DIT-17)

Examination 2021 (Winter)

Time : 2 Hours   **Max. Marks:50**

Note : This paper is of fifty (50) 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 thirteen (13) marks each. Learners are
required to answer any two (02) questions only.

(2 x 13=26)

Q.1.   What do you mean by MS office tools? Explain each of
them. What are their uses in Office Automation?

P.T.O.

Q.2 What do you mean by currently active cell? How can you insert formula in MS-Excel to calculate average of few numbers? Also explain the use of filter command in MS-Excel. Give suitable examples as required.

Q.3 What do you understand by the formatting of MS-Word document? How will you use bullet and numbering, fonts and page setup in MS-Word?

Q.4 What is Database Management System? Explain the difference between Primary Key and Foreign Key. Give suitable example.

Q.5 Explain the menu bar of the MS-Power Point. What are the different type's views of MS-PowerPoint? Explain.

Section-B
(Short Answer-type questions)

Note: Section 'B' contains Eight (08) short-answer-type questions of Six (06) marks each. Learners are required to answer any four (04) questions only.

(4 x 6=24)

Q.1 What is Windows Operating System? List advantages of using WINDOWS?

Q.2 What is the difference between Header and Footer? How will you set header and footer?

Q.3 What is control panel of Windows Operating system? What are its benefits?

Q.4 How will you modify an existing chart in MS-Excel? Explain.

Q.5 Explain the difference between tool bar and formula bar of MS-Excel.

Q.6 What do you understand by design view in MS-Access? Explain.

Q.7 What is the difference between file and folder? How will you arrange them in a desktop?

Q.8 Create a table in MS-Excel and arrange it's data in ascending order.

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