C1014

Roll No. ....

CCA-02/DIT-02

Tools for Office Automation

Certificate in Computer Application (CCA-16/17)
Diploma in Information Technology (DIT-17

First Semester Examination, 2022 (June)

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.

(2×13=26)

1. How will you explorer Windows XP Operating System? Explain the use of My Computer, My Document and Recycle Bin.

2. How will you create a table in Ms-Word? Explain inserting and deleting rows and columns in a table.

3. How will you create and insert a slide in a MS-Power Point presentation? Also explain how you will apply design template on it.

4. How will you create a chart in MS-Excel? Which method is used for changing size and position of chart? Give suitable example.

5. How will you create table in MS-Access? Is it possible to create a table using the table Wizard? If yes then explain the method.

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. (4×6=24)

1. What is operating system? Explain the features of Windows operating system.

2. What is custom animation in MS-Power Point presentation? How will you apply it in the presentation?

3. What do you understand by the Workbook in MS-Excel? Explain all workbook operation like saving and closing workbook.

4. Explain complete Menu Bar of MS-Excel?

5. How will you find particular pattern and insert objects into a document of MS-Word? Explain.

6. Create a table in MS-Word. Explain the process of merging and splitting cells in this table?

7. What do you understand by slide transition? How will you perform it? Explain.

8. What do you understand by datasheet view in MS-Access? Explain.

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