CCA–02

Tools for Office Automation

Certificate in Computer Application (CCA–11/16)

First Semester, Examination, 2017

Time : 3 Hours   **Max. Marks : 35**

Note : This paper is of **thirty five (35)** marks containing **three (03)** sections A, B and C. Attempt the questions contained in these sections according to the detailed instructions given therein.

Section–A

(Long Answer Type Questions)

Note : Section 'A' contains four (04) long answer type questions of seven and half $(7\frac{1}{2})$ marks each. Learners are required to answer *two* (02) questions only.

1. What is an Operating System ? Explain the various functions performed by an Operating System in detail.

2. What is MS-Word ? Explain the following in MS-Word Document :

    (a) Copy and cut (move) into a document

    (b) Finding a particular pattern

    (c) Inserting objects into a document

    (d) Inserting equation into a document

3. What do you understand by office automation ? Discuss the different tools for office automation.

4. What are functions in MS-Excel ? Describe the different function with ways to use them in detail.

Section–B

(Short Answer Type Questions)

Note : Section 'B' contains eight (08) short answer type questions of two and half $(2\frac{1}{2})$ marks each. Learners are required to answer *six* (06) questions only.

1. What is the use of macros in Excel ?

2. Discuss the basic components of an access database.

3. What do you mean by animation ?

4. What is the use of PowerPoint presentation ?

5. Explain the features of MS-Excel.

6. What are header and footer in a word document ? Discuss its use. Write clown steps to insert header and footer in a word document.

7. What is a Workbook ?

8. Write Down steps to create a table using the Datasheet View.

Section–C

(Objective Type Questions)

Note : Section 'C' contains ten (10) objective type questions of half $(\frac{1}{2})$ mark each. All the questions of this section are compulsory.

1. In a PowerPoint presentation :

    (a) Sound clips can be inserted but not movie clips

(b)   Movie clips can be inserted but not sound clips

(c)   Both cannot be inserted

(d)   Both can be inserted

2.   Which type of template provides a design concept, fonts and colour scheme for presentation ?

(a)   Format

(b)   Design

(c)   Content

(d)   Normal

3.   Which of the following is a valid version of MS-Office ?

(a)   Office XP

(b)   Office Vista

(c)   Office 2007

(d)   Office 7

4.   The key F12 opens a :

(a)   Save as dialog box

(b)   Open dialog box

(c)   Save dialog box

(d)   Close dialog box

5.   Which of the following companies developed MS-Office 2000 ?

(a)   Microsoft

(b)   Novell

(c)   Corel

(d)   None of the above

6. Which of the following is not a font style ?

   (a) Bold

   (b) Italics

   (c) Regular

   (d) Superscripts

7. A _____ name must be unique within a database.

   (a) Table

   (b) Field

   (c) Record

   (d) Character

8. The key uniquely identifies each record in a table :

   (a) Primary key

   (b) Key word

   (c) Filed name

   (d) None of the above

9. You can automatically include the entire field in a table in a query by_____ a strike that appear list box in query design view.

   (a) Clicking

   (b) Right clicking

   (c) Double clicking

   (d) None of the above

10. Microsoft Access is a

   (a) RDBMS

   (b) OODBMS

   (c) ORDBMS

   (d) Network Database Model