CCA-02/DIT-02
TOOLS FOR OFFICE AUTOMATION

Certificate of Computer Application (CCA-16/17)

Diploma in Information Technology (DIT-17)

First Semester, Examination-2020

Time Allowed : 2 Hours   Maximum Marks : 40

Note : This paper is of Forty (40) marks divided into Two (02) sections A and B. Attempt the question 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 Ten (10) marks each. Learners are required to answer any two (02) questions only.   (2×10=20)

1. Explain Power Point Slides. How can we insert, delete and rearrange slides in MS-Power Point? Write down the steps for each process.

2. Explain Database Management System. Differentiate between primary and foreign key used in databases. Also write down the steps for setting primary and foreign key in the table.

3. What are the standard margin settings for MS-Word? Write down the steps for setting margins in MS-Word and changing margin while in a page view.

4. How a presentation can be created using MS-Power Point? Explain how can we apply sound in Power Point presentation?

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

Section-B

(Short answer type questions)

Note: Section-B Contains Eight (08) short answer type questions of Five (05) marks each. Learners are required to answer any four (04) questions only. (4×5=20)

1. What is mail merge? Write down the steps to create mail merge in MS-Word?

2. Write down the basic steps for inserting and deleting row and column in a workbook.

3. What is an Operating System? What are its basic functions?

4. Differentiate between normal view, web layout view, print layout view and outline view in MS-Word.

5. How can we freeze and hide rows and column in MS-Excel?

6. Write the short notes of the following :

   (a) Primary Key

   (b) Foreign Key

7. What is the use of macros in Excel?

8. Discuss the basic components of an access database.

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