BCA-04

June - Examination 2016

BCA Pt. I Examination

Computer Application for Office Management

Paper - BCA-04

Time : 3 Hours]   **[Max. Marks :- 100**

Note: The question paper is divided into three sections A, B and C. Write answers as per given instructions.

Section - A   **10 × 2 = 20**

(Very Short Answer Questions)

Note: Answer **all** questions. As per the nature of the question delimit your answer in one word, one sentence or maximum upto 30 words. Each question carries 2 marks.

1)   (i)   Explain any one way to create a new document in MS-WORD 2000.

       (ii)   What is an Operating System?

       (iii)   How is file/folder created in MS-Window 2000?

       (iv)   Explain the effect of keyboard shortcut CTRL+PAGE DOWN in MS-EXCEL.

       (v)   Name screen layouts for constructing presentation, in Power Point.

       (vi)   Explain the utility of Microsoft Office Outlook.

(vii) How can anyone cut down, Junk E-Mail he/she receives?

(viii) In context with databases, explain the term Primary key.

(ix) Explain, how can we attach a document with an e-mail?

(x) Explain the term Inner Join, with respect to databases.

Section - B   4 × 10 = 40
(Short Answer Questions)

Note: Answer **any four** questions. Each answer should not exceed 200 words. Each question carries 10 marks.

2) Explain how to use SCANDISK, for checking errors?

3) How AutoShapes toolbar can be utilized for drawing different geometrical shapes, arrows, flow chart symbols on the document prepared using MS-WORD 2000? Also explain utility of WORD ART in MS-WORD 2000.

4) Explain utility of HEADER/FOOTER in MS-EXCEL.

5) What are various slide animation options available in Power Point?

6) Explain Tasks Views, with reference to Outlook.

7) What are various steps, to create a signature file to place a designed signature at the end of e-mail messages sent using Outlook?

8) How can we store frequently used e-mail address in Personal Address Book?

9) Explain different types of reports in MS-Access.

Section - C $2 \times 20 = 40$

(Long Answer Questions)

Note: Answer **any two** questions. You have to delimit your each answer maximum upto 500 words. Each question carries 20 marks.

10) Describe in brief, how to perform following tasks in MS-WORD 2000

(i)   Inserting a table

(ii)   Drawing a table

(iii) Inserting rows and columns in a table

(iv) Moving and resizing a table

(v)   Adding border styles, shading and text effects to table.

11) Describe how to perform following tasks in, Power Point

(i)   Applying a design template

(ii)   Changing slide layout

(iii) Hiding slides

(iv) Creating a custom slide show

(v)   Editing custom slide show

12) Explain in detail, various functions used in MS-Excel.

13) How can we create forms? Explain AutoForm in MS-Access.

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