

11. What is main function of mail-merge ? Explain the complete procedure of mail-merge with suitable example.
12. Describe animation in presentation. How you can add types of animations in slide ? Explain each animation in detail.
13. What is the query ? Explain the following in detail :
 - (a) Create a query
 - (b) Select query
 - (c) Update query
 - (d) Delete query
 - (e) Append query

BCA-04

June – Examination 2024

BCA (Part-I) Examination

**COMPUTER APPLICATION FOR OFFICE
MANAGEMENT**

Paper : BCA-04

Time : 3 Hours]

[Maximum Marks : 70

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

Section-A

7×2=14

(Very Short Answer Type Questions)

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

1. (i) Define cell in spreadsheet.
- (ii) What is software ?
- (iii) What do you understand by autocorrect ?
- (iv) State the names of types of charts used in spreadsheet.
- (v) Write the use of calendar in outlook.
- (vi) Define primary key.
- (vii) What is structured query language ?

Section-B

4×7=28

(Short Answer Type Questions)

Note :- Answer any *four* questions. Each answer should not exceed **200** words. Each question carries 7 marks.

2. What is slide show in presentation package ? Explain the process of creation of custom slide show.
3. What is the main function of Microsoft office outlook ? Explain different features of Microsoft outlook.
4. Define E-mail. How will you setup the email account ? Explain in detail.

5. Explain the following in detail :
 - (a) Disk Defragmenter
 - (b) SCAN disk
6. What is linking in spreadsheet ? Explain relative, absolute and mixed referencing with suitable example.
7. Describe report. Explain different types of report with suitable example.
8. What is note in outlook ? How note can be created and deleted ? Explain in detail.
9. Define table. Explain following in detail :
 - (a) Draw table
 - (b) Inserting rows and columns

Section-C

2×14=28

(Long Answer Type Questions)

Note :- Answer any *two* questions. You have to delimit your each answer maximum up to **500** words. Each question carries 14 marks.

10. Define operating system. Explain the following in detail :
 - (a) Taskbar
 - (b) Start Menu
 - (c) Control panel
 - (d) Recycle Bin
 - (e) Windows Explorer