K–1131

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DIT–02/CCA–02

Diploma/Certificate Course in Computer Application (DIT/CCA) Ist Semester Examination Dec., 2023

TOOLS FOR OFFICE AUTOMATION

Time : 2 Hours]   [**Max. Marks :** 100

Note **:–** This paper is of Hundred (100) marks divided into two (02) Sections 'A' and 'B'. Attempt the questions contained in these Sections according to the detailed instructions given there in. ***Candidates should limit their answers to the questions on the given answer sheet. No additional (B) answer sheet will be issued.***

Section–A

Long Answer Type Questions   2×26=52

Note **:–** Section 'A' contains Five (05) Long-answer type questions of Twenty Six (26) marks each. Learners are required to answer any *two* (02) questions only.

1. What is operating system, its functions and types ?

2. Explain with an example how to insert objects into a document.

3. Explain with example how creating slides in MS PowerPoint

4. Explain with example how database is created.

5. What are the various parts of MS-Excel Window.

Section–B

Short Answer Type Questions   4×12=48

Note :– Section 'B' contains Eight (08) Short-answer type questions of Twelve (12) marks each. Learners are required to answer any *four* (04) questions only.

1. Discuss the term 'My Computer' and 'My Document'.

2. Explain the process of formatting a word document.

3. Explain how to create tables in MS-Word ?

4. What is DBMS ? Explain the benefits of DBMS.

5. What are the parts of MS-Excel Window ?

6. Explain with example how to create a New Work Book ?

7. Explain function and charts.

8. Explain the different types of view used in MS-PowerPoint.

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