A-0867

Total Pages : 4   **Roll No. --------------**

DIT-02/CCA-02

Tools for Office Automation

(DIT/CCA)

1st Semester Examination 2024(Dec.)

Time: 2:00 hrs   Max. Marks: 100

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

P.T.O.

Section-A (Long-Answer-Type Questions)

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.

[2x26=52]

Q.1.   What are charts and how to work with them? Also write different steps involved in creating a chart, changing size or position of chart and modifying a chart.

Q.2.   Person X wants to create a Power Point slide. Write steps how he performs following tasks:

a.   Changing of fonts and their styles.

b.   Applying design templates to the slides

c.   Applying custom animation

d.   Applying slide transition

e.   Running the presentation

Q.3.   What is the work of tables? How to create it. Explain the following terminologies with respect to tables:

a.   Table wizard

b.   Datasheet view

c.   Design view

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Q.4. Explain how to perform following task in functions and charts:

a. Entering a mathematical calculations

b. Entering a function

c. Editing a function

d. Working with chart

Q.5. Explain how to find a particular pattern in word document. Also explain steps to insert an object into a word document. Explain the following terms and their use in MS Word:

a. Undo and redo

b. Page break

c. Page setup

Section-B (Short-Answer-Type Questions)

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.

[4x12=48]

Q.1. What is the use of operating system? Explain different types of operating system.

Q.2. Explain the procedure to selecting a table, row and cell from existing table.

Q.3. What is the use of formula bar and status bar in MS-Excel?

Q.4. Explain how to enter, edit and highlight a data in a workbook.

Q.5. Explain how to merge and split cell in a table.

Q.6. What is a control panel and explain it's use in window operating system?

Q.7. What is the use of recycle bin? Also explain how to move any document to recycle bin.

Q.8. What are the different types of views in MS PowerPoint and explain their uses?

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