

A-1286

Total Pages : 3

Roll No.

DIT-02/CCA-02

(DIT/CCA)

Tools for Office Automation

Examination February, 2026

Time : 2:00 Hrs.

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 therein. *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.

A-1286

(1)

P.T.O.

1. Explain the functions and types of Operating Systems in detail. Discuss how Windows XP fulfills these functions with examples. Describe the Windows XP user interface and explain the roles of My Computer, My Documents, Control Panel, Run, and Search utilities.
2. Explain the MS-Word interface in detail. Describe each major component of the Word window with a diagram. Explain header and footer creation and modification with detailed examples.
3. Explain bullets, numbering, multilevel lists, and customizing list formats with examples.
4. Explain how to create and delete a table in MS-Word. Describe all methods with examples. Describe selecting and navigating inside tables using keyboard and mouse techniques.
5. Explain the MS-Excel interface and describe the functions of all major components. Discuss in detail the functions of title bar, menu bar, tool bar, formula bar, and status bar.

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. Explain the use of the Run command and Search utility.
2. Explain the steps to start MS-Word and create a document. Discuss the Find option and its uses.
3. Explain undo and redo functions. Also describe page break and its uses.
4. Explain the steps to insert a table. Also explain deleting rows and columns.
5. Explain the purpose of the formula bar. Also describe the status bar and its uses.
6. Explain merging cells in Excel. Also describe inserting a row or column.
7. Explain how to enter a function in Excel. Discuss any three mathematical functions.
8. Describe the Title Bar and Menu Bar. Also explain Slide Sorter View.
