A-823

Total Pages : 3   Roll No. --------------

DIT-02/CCA-02

Tools for Office Automation

Diploma/Certificate Course in Computer Application
(DIT/CCA)

1st Semester, Examination 2024 (June)

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 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)

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]

P.T.O.

Q.1.   Explain the exploring of Windows XP.

Q.2.   Explain with example how to enter and save Text in a document.

Q.3.   Explain with example how to create power point presentation.

Q.4.   What is database and its components also explain keys.

Q.5.   How to create a new workbook.

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.   Explain the functions & types of operating system.

Q.2.   Explain exploring MS-Word.

Q.3.   How to create a table in MS-Word. Explain with the help of example.

Q.4.   Explain how to work in MS-Powerpoint with an example.

Q.5.   What is primary and foreign key? Explain with the help of an example.

Q.6. Explain with example how to work with cells in a New Workbook.

Q.7. Explain with example working of charts.

Q.8. Explain the database wizard and document view.

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