

A-0811

Total Pages : 3

Roll No.

DIT-02/CCA-02

TOOLS FOR OFFICE AUTOMATION

(DIT/CCA)

Examination, June 2025

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.

1. What is power point presentation ? Explain it's advantages and features. Also explain the uses of power point. Write steps to apply the themes in power points.
2. What is MS excel and their benefits ? What are different file extensions in MS excel ? Also explain what is ribbon in excel and where it appears ? Write a short note on chart type.
3. Discuss various alignments and text formatting in MS word. Also differentiate between bullets and numbered list. Write short note on :
 - (a) Formatting toolbar
 - (b) Mail merge
4. Write a short note on components of MS Access. What are data types in MS Access ? Also differentiate between MS access and MS excel.
5. Explain how to create a table, setting primary key and saving a table. Also explain what do you understand by table wizard, datasheet view in a table.

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 what is the work of control panel in windows XP. Also explain how to copy and paste any file or folder in windows XP. Write each steps involved in this process.
2. Explain how to create a workbook ? Also explain how to enter, edit and highlight data within a cell of a workbook.
3. Define Operating system with it's functions and types.
4. Write steps involve in changing a font or their size. Also write steps involved in merging of cells in a workbook.
5. What do you understand by Database and DBMS ? What are keys and their uses ? Differentiate between primary and foreign keys.
6. Explain how to perform following functions in MS word: entering and saving text, opening existing document, working in document and closing the document.
7. Illustrate the use and working of bullets and numbering in MS-word.
8. Explain the use of title bar, menu bar and tool bar in MS-Excel.
