

Roll No.

Total Pages : 02

BCA/M-17 1892
OFFICE AUTOMATION TOOLS
BCA-124

Time : Three Hours]

[Maximum Marks : 80

Note : Attempt *Five* questions in all, selecting at least *one* question from each Unit. Q. No. 1 is compulsory. All questions carry equal marks.

(Compulsory Question)

- | | | |
|----|---|---|
| 1. | (a) What is a margin ? | 2 |
| | (b) Define Tracking. | 3 |
| | (c) What is bookmark ? | 2 |
| | (d) What is purpose of layering art objects ? | 3 |
| | (e) What is purpose of document dictionary. | 3 |
| | (f) What are the Pagemaker preferences ? | 3 |

Unit I

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|----|--|----|
| 2. | What is meant by DTP ? Explain any <i>three</i> DTP package. | 16 |
| 3. | Explain various components of Pagemaker. Also explain various features of Pagemaker. | 16 |

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Unit II

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|----|---|----|
| 4. | (a) Explain various paragraph setting features. | 8 |
| | (b) Explain various text formatting features. | 8 |
| 5. | Explain various options available for editing a publication in Pagemaker. | 16 |

Unit III

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|----|---|----|
| 6. | Explain, how to create, edit and open a document in MS-Word. Also explain, how to apply auto text, auto correct and checking spelling ? How to create and manage table in MS-Word ? | 16 |
| 7. | Explain the features mail merge and macro in Ms-Word. | 16 |

Unit IV

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|----|---|----|
| 8. | Explain various features available in PowerPoint. | 16 |
| 9. | Explain various animation and sound effects in PowerPoint. Also explain, how to insert Word Art and Excel Chart in a presentation ? | 16 |

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