

This question paper contains 3 printed pages/

Roll No. _____

Sl.No.

136

B.C.A. (Part - I)

B.C.A. (Part - I) EXAMINATION, 2017

(Faculty of Science)

(Three-year scheme of 10 + 2 + 3 Pattern)

Paper - 136

OFFICE MANAGEMENT TOOLS

Time : Three Hours/

/Maximum Marks : 100

Answer of all the questions (short answer as well as descriptive) are to be given in the main answer -book only. Answers of short answer type questions must be given in sequential order. Similarly all the parts of one question of descriptive part should be answered at one place in the answer-book. One complete question should not be answered at different places in the answer-book. Write your roll numbers on question paper before start writing answers of questions.

Question paper consists of three Parts.

All THREE Parts are compulsory.

Part I: (Very short Answer) consists of 10 questions of two marks each with two questions from each unit. Maximum limit for each question is up to 40 words.

Part II: (Short Answer) consists of 5 questions of four marks each with one question from each unit. Maximum limit for each question is up to 80 words.

Part III: (Long answer) consists of 5 questions of twelve marks each with one question from each unit with internal choice.

PART - I

1. a) Explain any 5 important features of operating system.
- b) Differentiate Internal and External DOS command.
- c) Define status Bar in MS - Word.
- d) What do you mean by show/Hide Button in MS-Word.
- e) What do you mean by spreadsheet?
- f) What is the use of set print Area in MS-Excel?
- g) Explain the use of slide sorter in MS-Powerpoint.
- h) Why we use master slides in Powerpoint?
- i) Define Icon and its use.
- j) What is the degree of a relation?

[10 × 2 = 20]

R-682

P.T.O.

PART - II

Attempt all questions.

Each questions carries 4 marks.

2. Write short notes on the following:
 - a) Booting process.
 - b) Text editor.
 - c) Windows Explorer.
 - d) Kernell and shell.

3. Explain the use of following commands in MS-Word.
 - a) Format painter.
 - b) Title Bar and scroll Bar.
 - c) Macro.
 - d) Line spacing.

4. Explain the Absolute, Relative and mixed Reference in MS-Excel.

5. What is the use of conditional formatting in MS-Excel, explain with suitable example.

6. How many kinds of views are available to create a Database in MS - Access, explain with suitable example.

PART - III

Attempt all questions.

Each questions carries 12 marks.

7. Write short notes on the following (any three)
 - a) Disk Defregmentation. [4]
 - b) Dettree, X copy command. [4]
 - c) System Tray in Task Bar. [4]
 - d) Define FAT (File Allocation Table) [4]

OR

- a) Why we say that operating system works as a Resource manager, explain in detail. [7]
- b) Define Batch Processing, Real time operating system. [5]

8. a) Explain the Utility of Mail Merge. [6]
- b) Explain split table, Merge Table, Cell. [6]

OR

- a) Define some of the commands/options available in Print Dialogue Box. [6]
- b) Explain super script, sub-script, sorting & Print layout option in MS-Word. [6]

9. a) Pivot table in MS - Excel? [6]
- b) Hlookup and Vlookup functions in Excel? [6]

OR

- a) Explain any 4 (four) Text function, with example. [6]
- b) ~~What is the use of filter in Excel.~~ [6]

10. a) How many ways we use the slide show in Powerpoint. [6]
- b) What is Rehearse Timing in Powerpoint. [6]

OR

- a) What do you mean by Transition in Powerpoint? [6]
- b) Explain the kinds of Presentation views are available in Power point. [6]

11. Explain any 5 advantages and disadvantages of Database Management system, in detail. https://www.uoronline.com [12]

OR

- a) Define Database, database management system and its functions. [6]
- b) What is form wizards in Access. [6]

X X X