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BO—15—2016

FACULTY OF COMPUTER STUDIES
B.C.A. (First Semester) EXAMINATION
OCTOBER/NOVEMBER, 2016
(Revised Course)
COMPUTER APPLICATION
Paper BCA S1.4
(Office Automation)

(Tuesday, 22-11-2016)

Time : 10.00 a.m. to 1.00 p.m.

Time—Three Hours

Maximum Marks—80

N.B. :— (i) All questions are compulsory.

(ii) Draw a well labelled diagram if necessary.

1. Attempt the following : 20
 - (a) Explain uses of MS-Word.
 - (b) How to create a chart ?
 - (c) Explain basic text editing.
 - (d) Explain character formatting.
2.
 - (a) Explain formatting using font dialog box. 8
 - (b) How to add borders and shading to the document ? 7

Or

 - (c) Explain table formatting. 8
 - (d) How to give numbers to the page ? 7
3.
 - (a) Explain page setup dialog box. 8
 - (b) Explain different dialog boxes used in MS-Word. 7

Or

 - (c) Explain Excel menu system. 8
 - (d) How to create and format charts ? 7
4.
 - (a) Explain horizontal and vertical scroll bar. 8
 - (b) Explain procedure to insert 5 row's and 6 columns table in MS-Word. 7

P.T.O.

Or

- (c) Explain print dialog box. 8
- (d) Explain opening window of MS-Word. 7
- 5. Write short notes on (any *three*) : 15
 - (a) Bold italic underline
 - (b) Bullets and numbering
 - (c) Word Art
 - (d) MIN and MAX formula
 - (e) The Ruler bar.