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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.