AW-5399   Seat No. _____

First Year B. B. A. (Non CBCS) Examination

March / April – 2016

Office Automation Tools

Time :   Hours]   [Total Marks : **50**

WINDOWS

1   Answer the following questions : (any **two**)   **10**

(1)   Explain the options available on start menu in brief.

(2)   Explain the usage of Disk defragmenter.

(3)   Explain the options available on Mouse properties dialog box for setting the various attributes of mouse.

(4)   Explain the usage of File properties dialog box in details.

WORD

2   (a)   Answer any two : (any **two**) :   **10**

(1)   Explain the usage of Find and Replace utility in details.

(2)   Explain various paragraph formatting options.

(3)   Describe various techniques for using Bullets and Numbering.

(b)   Give brief description about the usage of following :   **10**
(any **five**)

(1)   Page Margin

(2)   Data Source

(3)   Page orientations.

(4)   Textbox

(5)   Format Painter

(6)   Print preview

(7)   Auto Correct.

EXCEL

3   Attempt following :

(a)   Answer the following questions : (any **two**)   **10**

(1)   Explain the usage of Edit → Fill → Series Command.

(2)   Explain various types of data that a Cell can accept.

(3)   Distinguish between absolute reference and relative reference with appropriate example.

(b)   Explain the usage of following functions : (any two)   **5**

(1)   MID( )

(2)   STDDEV( )

(3)   AND( )

(4)   PMT( )

(c)   Give the keyboard shortcuts for following :   **5**

(1)   To cancel the data entry you are doing in a cell.

(2)   To select all the cell in a worksheet.

(3)   To start a new line in the same cell.

(4)   To edit a cell comment..

(5)   To activate Extended Selection mode.

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