

*The candidate should ensure that this question
paper contains 4 printed pages.*

B.C.A. (Pt. I)

136

BT-106

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**BACHELOR OF COMPUTER APPLICATIONS
(PART I) EXAMINATION, 2015**

(FACULTY OF SCIENCE)

(Three-Year Scheme of 10+2+3 Pattern)

PAPER BT-106

OFFICE MANAGEMENT TOOLS

TIME ALLOWED : THREE HOURS

Maximum Marks— 100

- (1) Answer of all the questions (very short, short answer and long answer) are to be given in the main answer book only. Answer of very short & short type questions must be given in sequential order, similarly all the parts of one question of long type 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.*
- (2) No supplementary answer-book will be given to any candidate. Hence the candidates should write the answers precisely in the Main answer-book only.*

Turn over

Answer all questions. Each question carries 2 marks.

1. (a) Explain the use of DIR command to display a list of files:—
 - (i) One page at a time
 - (ii) All files including files in subdirectories.
- (b) Give any *two* features of Windows. 7
- (c) Differentiate between save and save as.
- (d) Describe the autocorrect feature.
- (e) Name any *two*:—
 - (i) Mathematical functions of Excel
 - (ii) Statistical functions of Excel.
- (f) Define macros.
- (g) Why do we use action buttons in Powerpoint presentation?
- (h) Give purpose of master slide.
- (i) Define referential integrity.
- (j) What are queries?

PART II

Attempt all questions. Each question carries 4 marks.

2. Explain the following DOS commands:—
 - (a) COPY
 - (b) DEL

- (c) CD
 - (d) MD.
3. What do you understand by Header and Footer? How do we create different header and footer on odd and even pages?
 4. Explain various types of addressing modes or cell referencing in MS-Excel.
 5. Explain different types of views available in Powerpoint.
 6. What are primary keys and foreign keys? How do we create single and composite primary key in MS-Access? Explain.

PART III

Attempt all questions. Each question carries 12 marks.

7. Write short notes on: (any three)
 - (a) Booting process
 - (b) System files
 - (c) My Computer
 - (d) Task Bar.

Or

Why do we use Paint in Windows? Explain various options available in it.

7. What is mail merge? Describe all the steps of performing mail-merge operation in MS-Word.

Or

How do we insert tables in MS-Word? Explain different options of tables with appropriate examples.

8. Describe the following:—

- (a) Conditional forecasting
- (b) Range naming and using in functions
- (c) Auto-fill feature.

Or

How do we create charts in MS-Excel? Also describe different types of charts available in MS-Excel.

9. Why do we use Powerpoint? Discuss various features of Powerpoint in detail.

Or

Write down steps to insert the following in any Powerpoint presentation:—

- (a) Graphics
- (b) Hyperlink
- (c) Animation effects
- (d) Transition effects.

10. What do you mean by 'datatypes'? Explain various datatypes supported by MS-Access.

Or

What are forms? Explain different procedures to create forms in MS-Access with suitable examples.