

Roll No.

Total Pages : 02

BCA/M-20

1890

OFFICE AUTOMATION TOOLS

BCA-124

Time : Three Hours]

[Maximum Marks : 80

Note : Attempt *Five* questions in all, selecting *one* question from each Unit. Q. No. **1** is compulsory. All questions carry equal marks.

Compulsory Question

1. (a) Explain the concept of Page Maker Preferences.
(b) Explain the concept of Paragraph Specification in Page Maker.
(c) Write a short note on Spelling and Grammar in MS Word.
(d) Write a short note on word ART. **4×4=16**
2. What is Page Maker ? Explain Menu and Toolbar used in Page Maker. **16**
3. (a) What is DTP ? Explain Hardware and Software Requirement for DTP.
(b) Explain the System Requirement of Page Maker. **16**

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Unit II

4. (a) How can you add Footer and Header in the master page ? What are their purpose ?
(b) Explain Indents/Tabs in Page Maker with example. **16**
5. (a) Explain various text formatting features in Page Maker.
(b) How to insert graphics object in Page Maker ? **16**

Unit III

6. Explain any *six* features of MS-Word. How can these features be implemented in word ? Explain with example. **16**
7. Explain the following w.r.t. MS-Word :
(a) Template (b) Mail Merge
(c) Table (d) Linking. **16**

Unit IV

8. What do you mean by Template ? Write the steps to create presentation using built in templates ? Write a short note on different view in PowerPoint ? **16**
9. What do you mean by Animation ? Explain various steps to apply Custom Animation effects. **16**