

Roll No.

Total Pages : 03

BCA/M-23

1867

OFFICE AUTOMATION TOOLS

BCA-124

Time : Three Hours]

[Maximum Marks : 80

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

1. (a) What is the purpose of control palette in Page Maker ? 3
- (b) What do you understand by Orphan Control in Page Maker ? 3
- (c) What is Hanging Indents used in PageMaker ? Write down steps to set Hanging Indents in a publication ? 3
- (d) Distinguish between Save and SaveAs option in MS-Word. 3
- (e) Define Macro with a suitable example. 2
- (f) Write steps to insert a chart in a slide. 2

Unit I

2. (a) What is Desktop Publishing (DTP) ? Discuss various applications of DTP. 8

- (b) What is the use of preferences command in PageMaker ? Explain different options available in preferences dialog box. 8
3. (a) Write a short note on Adobe Photoshop. 8
- (b) What are the hardware and software requirements for DTP ? 8

Unit II

4. (a) What is paragraph formatting ? Explain various options available in Paragraph Specifications dialog box in Pagemaker. 8
- (b) What do you mean by Hyphenation ? Explain steps to control hyphenation. 8
5. (a) What is Story Editor ? What are the advantages of Story Editor ? Explain. 8
- (b) What is indent ? Discuss various steps to set indents in PageMaker. 8

Unit III

6. (a) What do you mean by Office Automation ? Discuss advantages of office automation. 8
- (b) Explain various steps to add header and footer in a MS-Word document. 8

7. Write short notes on the following : 16

- (a) Text alignment
- (b) Document Dictionary
- (c) Mail merge
- (d) Autotext.

Unit IV

8. (a) What do you understand by presentation ? Write steps to create a presentation in Powerpoint. 8
- (b) Explain briefly different views used in a PowerPoint presentation. 8
9. (a) Write down and explain various steps to insert a table in a slide. 8
- (b) What is Hyperlink ? How to insert a hyperlink in a slide ? 8

