BCA/M-22   1875
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) Discuss briefly features of Adobe Frame Maker.

                                                                3

    (b) What do you understand by Hyphenation in Page Maker ? Explain briefly.   3

    (c) Discuss briefly Format Painter used in MS-Word.

                                                                3

    (d) What is slide sorter view ?   3

    (e) What is the purpose of Autofit option in MS-Word ?   2

    (f) Write down steps to insert a shape in a slide.   2

Unit I

2. (a) What is Desktop Publishing (DTP) ? Why is it required ? Explain.   8

    (b) Discuss various common features of DTP.   8

3. Write short notes on the following : **16**

   (a) Corel Ventura

   (b) Adobe Photoshop

   (c) Control Palette

   (d) Pasteboard.

Unit II

4. (a) What is character formatting ? Explain various options available in Character Specifications dialog box in PageMaker. **8**

   (b) What is the procedure to set page size and page margin in a publication ? Explain with a suitable example. **8**

5. (a) What is the purpose of Undo and Revert options in PageMaker ? Describe. **8**

   (b) What do you mean by Paragraph Rules ? Discuss different steps to add rules to Paragraphs. **8**

Unit III

6. (a) Discuss various steps to change font and font size in MS-Word document. **8**

   (b) Explain various methods to create a table in MS-Word document. How can cells be merged of a given table ? **8**

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7. (a) What is mail merge ? Discuss mail merge giving a suitable example. 8

   (b) Discuss steps to insert Special Symbols in a document. 8

Unit IV

8. (a) Explain briefly various features of PowerPoint. 8

   (b) What are Background styles in PowerPoint ? Discuss steps to apply background style to a given presentation. 8

9. (a) Discuss steps to link Excel worksheet to a slide. 8

   (b) Explain various steps to add recorded sound effect in a slide. 8