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**RAN-1811000101050001****First Year B.C.A. (Sem. 1) (CBCS) Examination****March / April - 2019****105: Office Automation Tools (New Course)****Time: 3 Hours ]****[ Total Marks: 70****સૂચના : / Instructions****નીચે દર્શાવેલ નિશાનીવાળી વિગતો ઉત્તરવહી પર અવશ્ય લખવી.****Fill up strictly the details of signs on your answer book**

Name of the Examination:

☛ **First Year B.C.A. (Sem. 1) (CBCS)**

Name of the Subject :

☛ **105: Office Automation Tools (New Course)**Subject Code No.: **1811000101050001**

Seat No.:

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Student's Signature

**Q-1 Answer in short. (Any Six)****12**

1. Differentiate COPY and XCOPY command.
2. Define file. Write a command to create file in MS-DOS.
3. How will you convert table to text?
4. Difference between save, save as and save all.
5. How do you convert Lower case letters to Upper case and Upper case to Lower case using Keyboard without menu?
6. Define term :Range, Active cell and Region.
7. How to add a new slide in presentation? Give short cut key for running presentation slides.
8. What is WWW? What is Web browser? Give any two examples of web browser.

**Q-2      Answer the following.(Any Four)      16**

1. My Computer
2. Network Places.
3. What is attrib command? Explain all attribute in detail.
4. What is mail merge? How to create or insert database in mail merge? Write steps.
5. What is use of Paragraph option in document? Explain drop cap effect from it.

**Q-3      Answer the following.(Any Three)      18**

1. How to insert bullets and numbering, give its importance and use?
2. Explain Page option in document.
3. Explain Goal seek and scenario with example.
4. What is filtering? Explain sorting and filtering in spreadsheet data.

**Q-4      Answer the following.(Any Three)      12**

1. Explain conditional formatting and data validation in spreadsheet.
2. Explain functions with example: Lower (), Proper (), CONCATENATE (), Trim ()
3. Explain Hyperlink in presentation.
4. Explain insertion of sound and video file in presentation.

**Q-5      Answer the following.(Any Two)      12**

1. What is E-mail? What is the meaning of TO, CC, BCC, Subject and Attachment? Also give steps to compose and receive E-mail.
2. What are design templates? Explain transition and Animation effect in presentation
3. Define Terms: Internet, Protocol, FTP, TCP, IP Address, Search Engine.

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