Seat		
No.		



Total No of Pages: 3

(Autonomous)

B.C.A. (Part-I)(Semester-I)(CBCS)Examination Oct.,2022

AEC: Office Automation

Subject Code: 305

Day and Date: Saturday,07/01/2023

Total Marks: 80

Time: 8.00 a.m. to 11.00 a.m.

Instructions:

1. Que. 1 and Que. 8 are compulsory

2. Attempt any three questions from Que. No. 2 to Que. No. 7

3. Figures to the right indicate total marks.

O. 1 Multiple Choice Questions(1 mark each)

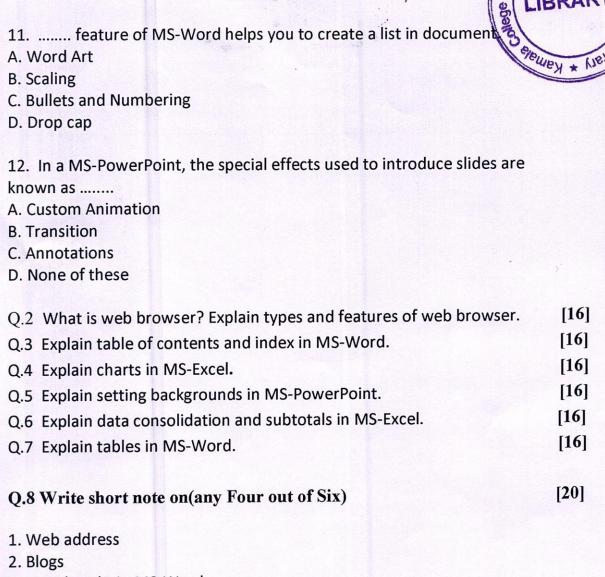
[12]

- 1. is a free email service provided by Google.
- A. Outlook
- B. Gmail
- C. Yahoo
- D. Zoho
- 2. In MS-Excel are numbered from 1 to onwards and are numbered from A to onwards.
- A. Columns, Rows
- B. Rows, Sheets
- C. Sheets, Rows
- D. Rows, Columns
- 3. Where footnotes appear in a document?
- A. End of document
- B. Bottom of page
- C. Footer
- D. Header
- 4. Which type of view is not present in MS-PowerPoint?
- A. Extreme Animation
- B. Slide show
- C. Slide Sorter



D. Normal

- 5. The ability to combine name and address with a standard document is called as
- A. Document formatting
- B. Database Management
- C. Mail Merge
- D. Form Letters
- 6. The action Ctrl + Y performs operation in MS-Word.
- A. Delete
- B. Undo
- C. Comment
- D. Redo
- 7. A doughnut chart in Excel is similar to......
- A. Bubble chart
- B. Bar chart
- C. Scatter chart
- D. Pie chart
- 8. Which of the following statement(s) is/are correct?
- (i) Pressing Ctrl+ N in MS-PowerPoint adds a new slide to your presentation.
- (ii) Presentation can be saved as PDF in MS-PowerPoint.
- A. Only (i) is false.
- B. Only (ii) is false
- C. Both (i) and (ii) are false
- D. Neither (i) nor (ii) is false.
- 9. uses an extended version of Wi-Fi.
- A. WiMax connection
- B. Broadband connection
- C. ISDN connection
- D. None of these
- 10. A consists of a set of rows and columns in Excel.
- A. Template
- B. Worksheet
- C. Workbook
- D. Work space



- 3. Page breaks in MS-Word
- 4. Uses/Applications of MS-Excel
- 5. Adding graphics to a presentation
- 6. Handouts in MS-PowerPoint