

Seat	
No.	



Total No of Pages: 3

**Kamala College, Kolhapur**

**(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.

**Q. 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





11. .... feature of MS-Word helps you to create a list in document

- A. Word Art
- B. Scaling
- C. Bullets and Numbering
- D. Drop cap

12. In a MS-PowerPoint, the special effects used to introduce slides are known as .....

- A. Custom Animation
- B. Transition
- C. Annotations
- D. None of these

Q.2 What is web browser? Explain types and features of web browser. [16]

Q.3 Explain table of contents and index in MS-Word. [16]

Q.4 Explain charts in MS-Excel. [16]

Q.5 Explain setting backgrounds in MS-PowerPoint. [16]

Q.6 Explain data consolidation and subtotals in MS-Excel. [16]

Q.7 Explain tables in MS-Word. [16]

**Q.8 Write short note on (any Four out of Six) [20]**

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