



Seat	
No.	

Total No of Pages: 2

Kamala College, Kolhapur
(Autonomous)

B.C.A. (Part-I) (Semester-I) (CBCS)

Examination March/April, held in May, 2023.

AEC-305: Office Automation

Day and Date: day, 02/06/2023
Time: 11.30 a.m. to 2.30 p.m.

Total Marks: 80

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. Table of contents builds on the basis of contained in the document.
A. Headings
B. Columns
C. Styles
D. Page Numbers
3. Where footnotes appear in a document?
A. End of document
B. Bottom of page
C. Footer
D. Header
4. A presentation is saved with an extension.....
A. .ppc
B. .ppt
C. .ppm
D. .ptp
5. Blog content is often referred to as entries or.....
A. Links
B. Blog posts
C. Blog contents
D. Blog comments
6. Ais a collection of predefined design elements and colour schemes etc.
A. Templates
B. Presentations
C. Hyperlinks
D. None of these

7. A doughnut chart in Excel is similar to.....

- A. Bubble chart
B. Bar chart
C. Scatter chart
D. Pie chart

8. In PowerPoint, the dotted areas in an empty slide are called as.....

- A. Template
B. Place card
C. Themes
D. Placeholders

9. Which of the following is not an essential component of mail merge facility?

- A. Main document
B. Data source
C. Merge fields
D. Word fields

10. The direction of a page for viewing and printing is called

- A. Direction
B. Print layout
C. Orientation
D. None of these

11. Which of the following symbol is used to enter formula in an MS-Excel cell?

- A. \$
B. ₹
C. #
D. =

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

- Q2. What is Internet? Explain uses and types of Internet briefly. 16
Q.3 Explain anchoring and wrapping in MS-Word. 16
Q.4 Explain filtering and sorting in MS-Excel. 16
Q.5 Explain setting backgrounds in MS-PowerPoint. 16
Q.6 Explain Table and all operations on table in MS-Word. 16
Q.7 Explain charts in MS-Excel. 16

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

1. Social networking sites
2. Blogs
3. Page breaks in MS-Word
4. Conditional formatting in MS-Excel
5. Handouts in MS-PowerPoint
6. Creating a Presentation
