

Seat	
No.	



Total No of Pages: 3

Kamala College, Kolhapur (Autonomous)

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

Examination November - 2023

Office Automation

Sub. Code: AEC-305

Day and Date: Saturday, 04/11/2023
Time : 08:00 am to 11:00 am

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.

12

1. URL stands for-----?
 - a) Uniform Resource Locator
 - b) Universal Resource Locator
 - c) Uniform Resource Location
 - d) Universal Resource Location
2. Which of the following is not the Web Browser?
 - a) Microsoft Edge
 - b) Opera
 - c) Mozilla Firefox
 - d) Chroma
3. ----- is an online media platform which people use to build social networks or social relationships with other people who share their personal.
 - a) E-mail
 - b) Blog
 - c) Social Network
 - d) Chat
4. Which of the following is an example of page orientation?
 - a) Landscape
 - b) Subscript
 - c) Superscript
 - d) print layout



5. The ability to combine name and address with a standard document is called as -----.
- a) Macros
b) Mail merge
c) Template
d) None of Above
6. The Short cut key used to select all text in the document.
- a) ctrl + x
b) ctrl + s
c) alt + a
d) ctrl + a
7. The intersection of rows and columns forms a box that is known as -----
-in MS-Excel.
- a) row
b) tab
c) column
d) cell
8. ----- type of chart is good for a single series of data in MS-Excel.
- a) Column chart
b) Pie Chart
c) Line Chart
d) Area Chart
9. ----- feature of MS-Word helps to create a list in document.
- a) Word Art
b) Scaling
c) Bullets and Number
d) Word Wrap
10. Which of following section a slide layout doesn't have?
- a) title
b) bullet & Number List
c) table
d) header & footer
11. The new presentation can be created from
- a) Blank presentation
b) Design Template
c) Existing presentation
d) All of above
12. ----- feature will use to apply motion effects in between a slide exits and another enters?.
- a) Slide Transition
b) Slide Design
c) Animation Objects
d) Animation Scheme

- Q. 2 What is Table in MS Word? Explain in detail. 16
- Q. 3 What is formula? Explain the formulas used in Excel. 16
- Q. 4 What is page Setup write in detail? 16
- Q. 5 Explain different type of chart used in MS Excel. 16
- Q. 6 What are the different ways to adding graphics to the power point presentation? 16
- Q. 7 What is e-mail and explain working of email? 16
- Q. 8 Write notes. (Any four out of six) 20
1. Social Networking Sites.
 2. Internet connection type
 3. Formatting font in MS WORD.
 4. Mail Merge.
 5. Custom Animation.
 6. Filtering and sorting in MS Excel

