

Seat	
No.	

Total No of Pages: 3

Kamala College, Kolhapur (Autonomous)
B.C.A (Part-I) (Semester - I)
Examination Mar/April – 2024
Office Automation
Sub. Code: AEC 305



Day and Date: Wednesday, 10/04/2024
Time : 08:00 am to 11:00 am

Total Marks: 80

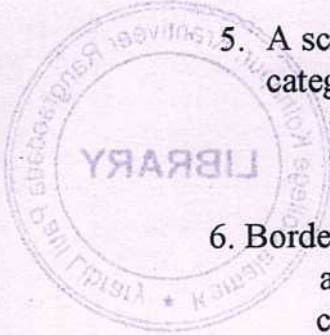
Instructions:

- 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. Bold, Italic, Regular are known as
a) text effects
b)font effects
c)font styles
d)word art
2. Changing the appearance of a document is called
a)Editing
b)Proofing
c)Formatting
d)All of above
3. -----is a word processing application from Microsoft
a)Ms Office
b)Ms Access
c)Ms Excel
d) None of the above
- 4.What is the extension of Word file?
a).dot
b).txt
c).fil
d).doc





5. A screen element of MS Word that is usually located below the title bar categorized options is....
- a) Status Bar
 - b) Menu Bar
 - c) Tool Bar
 - d) All of the above
6. Borders can be applied to
- a) Cells
 - b) Paragraph
 - c) Text
 - d) All of above
7. Which of the following is not a type of page margin?
- a) Left
 - b) Right
 - c) Centre
 - d) Top
8. The Short cut key used to select all text in the document.
- a) ctrl + x
 - b) ctrl + s
 - c) alt + a
 - d) ctrl + a
9. The intersection of rows and columns forms a box that is known as ----- in MS-Excel.
- a) row
 - b) tab
 - c) column
 - d) cell
10. ----- 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
11. ----- feature of MS-Word helps to create a list in document.
- a) Word Art
 - b) Scaling
 - c) Bullets and Number
 - d) Word Wrap
12. Which of following section a slide layout doesn't have?
- a) title
 - b) bullet & Number List
 - c) table
 - d) header & footer



- Q. 2 What is formula? Explain the formulas used in Excel. 16
- Q. 3 What is Table in MS Word? Explain in detail. 16
- Q. 4 Explain different type of chart used in MS Excel. 16
- Q. 5 What are the different ways to adding graphics to the power point presentation? 16
- Q. 6 What is page Setup write in detail? 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

