

B.C.A Semester - 1 (NEP-2020) Examination**OCT/NOV-2025****Office Automation (Skill Enhancement Course)****Time: 1:00 Hours****Marks:25****Instructions:**

1. All questions are compulsory.
2. Figures to the right indicate marks.

Que.1 Attempt the following (Any Two) (10)

- (1) How to create New Word Document? Also Explain Menu bar and toolbar.
- (2) Explain Following options for Text Creation and Manipulation.
 - a. Font Color, Size and Style.
 - b. Undo & Redo option.
- (3) Explain Following Options for Formatting the Text.
 - a. Paragraph Indentation.
 - b. Bullet & Numbering.
- (4) How to Insert New Table into Word file? Also explain Border & Shading Option.

Que.2 Attempt the following (Any Two) (10)

- (1) Explain Different Elements of Spreadsheet.
- (2) Explain Following options of Manipulation cells & sheet.
 - a. Formatting Cell – Font, Alignment, Style.
 - b. Inserting and Deleting Rows & Column.
- (3) Explain Functions - Sum ,Count , MAX , MIN.
- (4) Explain Different Types of Charts and how to work with chart with example.

Que.3 Attempt the following (Any One) (05)

- (1) How to create Blank Presentation and also explain how to insert text and table into slide.
- (2) Explain following options for Presentation Software.
 - a. Transition and Slide Timing.
 - b. Adding Header & Footer into Slide.
