Roll No. …………………..

CCA–02

Tools for Office Automation

Certificate in Computer Application (CCA–11/16)

First Semester, Examination, 2017

Time : 3 Hours   **Max. Marks : 35**

Note : This paper is of **thirty five (35)** marks containing **three (03)** sections A, B and C. Attempt the questions contained in these sections according to the detailed instructions given therein.

Section–A

(Long Answer Type Questions)

Note : Section 'A' contains four (04) long answer type questions of seven and half ($7\frac{1}{2}$) marks each. Learners are required to answer *two* (02) questions only.

1. What is an Operating System ? Explain the various functions performed by an Operating System in detail.

2. What is MS-Word ? Explain the following in MS-Word Document :

    (a) Copy and cut (move) into a document

    (b) Finding a particular pattern

    (c) Inserting objects into a document

    (d) Inserting equation into a document

3. What do you understand by office automation ? Discuss the different tools for office automation.

4. What are functions in MS-Excel ? Describe the different function with ways to use them in detail.

Section–B

(Short Answer Type Questions)

Note : Section 'B' contains eight (08) short answer type questions of two and half ($2\frac{1}{2}$) marks each. Learners are required to answer *six* (06) questions only.

1. What is the use of macros in Excel ?

2. Discuss the basic components of an access database.

3. What do you mean by animation ?

4. What is the use of PowerPoint presentation ?

5. Explain the features of MS-Excel.

6. What are header and footer in a word document ? Discuss its use. Write clown steps to insert header and footer in a word document.

7. What is a Workbook ?

8. Write Down steps to create a table using the Datasheet View.

Section–C

(Objective Type Questions)

Note : Section 'C' contains ten (10) objective type questions of half ($\frac{1}{2}$) mark each. All the questions of this section are compulsory.

1. In a PowerPoint presentation :

    (a) Sound clips can be inserted but not movie clips

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(b) Movie clips can be inserted but not sound clips

(c) Both cannot be inserted

(d) Both can be inserted

2. Which type of template provides a design concept, fonts and colour scheme for presentation ?

(a) Format

(b) Design

(c) Content

(d) Normal

3. Which of the following is a valid version of MS-Office ?

(a) Office XP

(b) Office Vista

(c) Office 2007

(d) Office 7

4. The key F12 opens a :

(a) Save as dialog box

(b) Open dialog box

(c) Save dialog box

(d) Close dialog box

5. Which of the following companies developed MS-Office 2000 ?

(a) Microsoft

(b) Novell

(c) Corel

(d) None of the above

6. Which of the following is not a font style ?
    (a) Bold
    (b) Italics
    (c) Regular
    (d) Superscripts

7. A _____ name must be unique within a database.
    (a) Table
    (b) Field
    (c) Record
    (d) Character

8. The key uniquely identifies each record in a table :
    (a) Primary key
    (b) Key word
    (c) Filed name
    (d) None of the above

9. You can automatically include the entire field in a table in a query by_____ a strike that appear list box in query design view.
    (a) Clicking
    (b) Right clicking
    (c) Double clicking
    (d) None of the above

10. Microsoft Access is a
    (a) RDBMS
    (b) OODBMS
    (c) ORDBMS
    (d) Network Database Model

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