ED-1001

Diploma in Computer Application
1st Semester Examination, March-April 2021

Paper - II

Essentials of Office Automation

Time : Three Hours]　　　[*Maximum Marks* : 100
[*Minimum Pass Marks* : 33

Note : Answer any **two** parts from each question. All questions carry equal marks.

Unit-I

1. (*a*) What do you understand from document formatting in MS Word ? Explain with example.

   (*b*) Write step to insert table in MS Word.

   (*c*) What is Macro ? Explain with the help of example.

Unit-II

2. (*a*) Explain the essential features and use of MS Excel.

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(2)

(*b*) What do you mean by chart ? Explain how many types of chart can be drawn in MS Excel with example.

(*c*) Explain the following :

(*i*) Sorting

(*ii*) Filter

Unit-III

3. (*a*) Discuss the advantages of PowerPoint and explain different kind of slides.

(*b*) Explain the animating slide and object.

(*c*) Explain the following :

(*i*) Slide show

(*ii*) Slide transition

Unit-IV

4. (*a*) What is database ? Explain it.

(*b*) Write the process of creating table through table wizard and design view in MS Access.

(*c*) Explain the following SQL commands with example :

(*i*) update

(*ii*) delete

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(3)

Unit-V

5. (*a*) What is Accounting ? Write the utilities and advantages of Accounting.

    (*b*) Explain creating of Ledgers in Tally.

    (*c*) Explain different kinds of voucher in Tally.

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