Code No. : 01/317

First Semester Examination, Dec. 2018

PGDCA

Paper - III

OFFICE AUTOMATION & TALLY

Time : 3 Hrs. Max. Marks : 100

- Part A and B of each question in each unit consist of very short answer type questions which are to be answered in one or two sentences.
  Part C (Short answer type) of each question will be answered in 200-250 words.
- Part D (Long answer type) of each question should be answered within the word limit 400-450.

Unit - I

Q.1 A. What is the use of Recycle Bin? (2)

Q.1 B. How the desktop background is changed? (2)

Q.1 C. Write s short note on Notepad. (4)

OR

Define windows explores.

Q.1 D. Prepare a Technical notes on Dial-up Networking and phone Dialer. (12)

OR

What is toolbar? List and explain, any two Types of Toolbar in windows.

Unit - II

Q.2 A. Describe any one option available in the main menu bar of MS-Word. **(2)**

Q.2 B. Explain sorting in Excel. **(2)**

Q.2 C. Explain any two charts in Excel. **(4)**

OR

Explain any four functions available in Excel.

Q.2 D. Explain the steps in Mail Merge in word. **(12)**

OR

Explain the steps to create Bar graph in Excel.

Unit - III

Q.3 A. What are the views available in power point? **(2)**

Q.3 B. Define Looping in Foxpro. **(2)**

Q.3 C. Explain the features of power point. **(4)**

OR

Explain the steps to add a Table to a slide.

Q.3 D. Explain the steps to create a slide presentation with sound effect. **(12)**

OR

Explain the access and retrieval of records in a data base file in Fox Pro.

Unit - IV

Q.4 A. What is the use of Form in Access? **(2)**

Q.4 B. Define data base? **(2)**

Q.4 C. Explain the characteristics of a Table. **(4)**

OR

Explain the characteristics of a form.

Q.4 D. Explain the steps to create a Report in access. **(12)**

OR

Explain characteristics of a window control and data controls.

Unit - V

Q.5 A. In English define VAT. **(2)**

Q.5 B. In English define ED and PF. **(2)**

Q.5 C. Explain the bills receivable and bills payable with example. **(4)**

OR

Explain any four voucher types in Tally.

Q.5 D. Write a short notes on: **(12)**

(i) Loans and Depreciation

(ii) ST/CST

OR

How you can change the amount entered in a day book?

---X---