

1811090101050001
EXAMINATION NOVEMBER 2024
POST GRADUATE DIPLOMA IN COMPUTER APPLICATION
(FIRST SEMESTER)
OFFICE AUTOMATION TOOLS - LEVEL 5

[Time: As Per Schedule]

[Max. Marks: 70]

Instructions:

1. Fill up strictly the following details on your answer book

- a. Name of the Examination : **POST GRADUATE DIPLOMA IN COMPUTER APPLICATION (FIRST SEMESTER)**
 - b. Name of the Subject : **OFFICE AUTOMATION TOOLS - LEVEL 5**
 - c. Subject Code No : **1811090101050001**
2. Sketch neat and labelled diagram wherever necessary.
 3. Figures to the right indicate full marks of the question.
 4. All questions are compulsory.

Seat No:

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Student's Signature

Q.1 Do as directed.

16

A. Answer following in short (Any Five)

10

- 1) What is watermark? How to use it?
- 2) What is relative cell address?
- 3) How text alignment in word document is changed?
- 4) Write in short about COUNT function.
- 5) Discuss various options available with slide show.
- 6) What is the use of Format Painter?

B. Explain steps to animate an object in presentation.

6

OR

Step by step explain creation of list and Labels in word.

6

Q.2 Attempt any THREE.

18

- A. Explain insertion and use of table in word document.
- B. List and explain steps to create a Table of Contents in a word document.
- C. Explain Paragraph Formatting of a word document in detail.
- D. Write short note on Find and Replace utility in word.

Q.3 Attempt any THREE.

18

- A. Explain Goal Seek in detail.
- B. Explain any three text functions with example.
- C. Write a short note on Sorting and Filtering in Excel.
- D. List and explain steps to create Column and Pie Chart in Excel.

Q.4 Answer the following.

18

- A. Explain use of video in presentation. How to add a bookmark to a PowerPoint video?
- B. Write a note on usage of Handouts and Notes in presentation.
- C. How to create a common design for entire presentation? Explain in detail.
