

1811090101050001
EXAMINATION MARCH-APRIL 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. Give figures and examples wherever applicable

Seat No:

--	--	--	--	--	--

Student's Signature

Q.1 Attempt any THREE.

18

- A.** Explain Bullets and Numbering functionality in Word-Processing in detail.
- B.** What is Mail-Merge? How to use it? Explain in detail.
- C.** Explain table of Word-Processing document with example.
- D.** How to format a Word-Processing document to insert table of contents?

Q.2 Attempt any THREE.

18

- A.** How to prepare a Chart in a Spreadsheet? Explain with example.
- B.** Explain Conditional Formatting in detail.
- C.** What is Filter? How to use it for data review?
- D.** What is Goal Seek? Explain with suitable example.

Q.3 Attempt any THREE. 18

- A. What is Master Slide in Presentation? How is it useful?
- B. Explain usage of Handouts and Notes in Presentation creation.
- C. Explain animation & Transition in spreadsheet.
- D. How to add an object in a slide?

Q.4 Do as directed. 16

A. Answer following in short. 10

1. What is the use of Format Painter in a word processing document?
2. How to merge two worksheet cells?
3. Explain use of Print Preview.
4. What is template in Presentation?
5. How to format a cell to show 56.01242 data as 56.01.

B. Explain Find and Replace functionality in Spreadsheet document. 6

OR

B. How to organize data in a list? Explain using a worksheet example. 6
