

# **FD-1001**

DCA 1st Semester Examination, Dec.-Jan., 2021-22

## 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) How can you create the following in MS Word?
  - (i) Flow chart
  - (ii) Word templates
  - (b) Explain mail merge feature of MS Word with example.
  - (c) How to insert bullet and numbering in specific paragraph?

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(Turn Over)

#### **Unit-II**

- **2.** (a) What is MS Excel? Explain its features with example.
  - (b) Write the name of different types of charts available in Excel? Explain the importance of graph.
  - (c) Explain any five mathematical functions in Excel with appropriate example.

#### **Unit-III**

- **3.** (a) What is the MS PowerPoint? What are the features and use of MS PowerPoint?
  - (b) Describe the process of slide transition in MS PowerPoint.
  - (c) Write notes on the following:
    - (i) Insert graphics and sound
    - (ii) Insert Monies

#### **Unit-IV**

- **4.** (a) What is RDBMS? Explain with example.
  - (b) How to create table in MS Access? What is the purpose of creating primary key?
  - (c) Explain the following SQL commands with example:
    - (i) selection
    - (ii) update
    - (iii) delete

### Unit-V

- **5.** (a) What is Tally? Write the advantages and utilities of Accounting in Tally.
  - (b) Explain Day book, Sales and Purchase register with example.
  - (c) Explain different kinds of voucher in Tally.