

Roll No.....

Total No. of Unit : 05

Total No. of Printed Pages : 03

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 a short note on Notepad. (4)

OR

Define windows explorer.

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.

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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.

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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?