BCA/M-23   1867

OFFICE AUTOMATION TOOLS
BCA-124

Time : Three Hours]   [Maximum Marks : 80

Note : Q. No. 1 is compulsory. Attempt *Five* questions in all, selecting *one* question from each Unit in addition to compulsory Q. No. 1. All questions carry equal marks.

1. (a) What is the purpose of control palette in Page Maker ?

    3

    (b) What do you understand by Orphan Control in Page Maker ?

    3

    (c) What is Hanging Indents used in PageMaker ? Write down steps to set Hanging Indents in a publication ? **3**

    (d) Distinguish between Save and SaveAs option in MS-Word.

    3

    (e) Define Macro with a suitable example.   **2**

    (f) Write steps to insert a chart in a slide.   **2**

Unit I

2. (a) What is Desktop Publishing (DTP) ? Discuss various applications of DTP.

    8

(b) What is the use of preferences command PageMaker ? Explain different options availabl preferences dialog box.

3. (a) Write a short note on Adobe Photoshop.

(b) What are the hardware and software requirement for DTP ?

8

Unit II

4. (a) What is paragraph formatting ? Explain various options available in Paragraph Specifications dialog box in Pagemaker.

8

(b) What do you mean by Hyphenation ? Explain steps to control hyphenation.

8

5. (a) What is Story Editor ? What are the advantages of Story Editor ? Explain.

8

(b) What is indent ? Discuss various steps to set indents in PageMaker.

8

Unit III

6. (a) What do you mean by Office Automation ? Discuss advantages of office automation.

8

(b) Explain various steps to add header and footer in a MS-Word document.

8

Write short notes on the following :

(a) Text alignment

(b) Document Dictionary

(c) Mail merge

(d) Autotext.

Unit IV

8. (a) What do you understand by presentation ? Write steps to create a presentation in Powerpoint. **8**

(b) Explain briefly different views used in a PowePoint presentation. **8**

9. (a) Write down and explain various steps to insert a table in a slide. **8**

(b) What is Hyperlink ? How to insert a hyperlink in a slide ? **8**