

**BCA/M-21**

**1890**

**OFFICE AUTOMATION TOOLS**

Paper–BCA–124

Time Allowed : 3 Hours]

[Maximum Marks : 40

**Note** : Attempt **five** questions in all, selecting **one** question from each Unit.  
Question No. **1** is compulsory.

**Compulsory Question**

1. (a) Explain the concept of styles and Hyphenation in Page Maker. 4
- (b) Explain the concept of Macros? 4
- (c) Explain the different types of Charts in Excel? 4
- (d) Explain the Applications of DTP ? 4

**UNIT–I**

2. What is Page Maker? Explain the Menu and Toolbar used in Page Maker? 16
3. (a) What is DTP ? Explain the Hardware and Software Requirement for DTP?
- (b) Explain the System Requirement of Page Maker? 16

**UNIT–II**

4. (a) How can you add Footer and Header in the master page? What are their Purpose?
- (b) Explain Indents/Tabs in Page maker with example. 16
5. (a) Explain various text formatting features in Page maker.
- (b) How to insert graphics object in Page maker? 16

**UNIT–III**

6. Explain any six features of MS-Word? How these features can implemented in word? Explain with example? 16

7. Explain following w.r.t MS-Word : 16
- (a) Template. (b) Mail merge.
- (c) Table. (d) Linking.

#### UNIT-IV

8. What do you mean by Template? Write the steps to creates Presentation using. 16
9. What do you mean by Animation? Explain various steps to apply Custom Animation effects? 16

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