

BCA/M-22

1875

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) Discuss briefly features of Adobe Frame Maker. 3
- (b) What do you understand by Hyphenation in Page Maker ? Explain briefly. 3
- (c) Discuss briefly Format Painter used in MS-Word. 3
- (d) What is slide sorter view ? 3
- (e) What is the purpose of Autofit option in MS-Word ? 2
- (f) Write down steps to insert a shape in a slide. 2

Unit I

2. (a) What is Desktop Publishing (DTP) ? Why is it required ? Explain. 8
- (b) Discuss various common features of DTP. 8

(2-02/12)L-1875

P.T.O.

3. Write short notes on the following : 16
- (a) Corel Ventura
 - (b) Adobe Photoshop
 - (c) Control Palette
 - (d) Pasteboard.

Unit II

4. (a) What is character formatting ? Explain various options available in Character Specifications dialog box in PageMaker. 8
- (b) What is the procedure to set page size and page margin in a publication ? Explain with a suitable example. 8
5. (a) What is the purpose of Undo and Revert options in PageMaker ? Describe. 8
- (b) What do you mean by Paragraph Rules ? Discuss different steps to add rules to Paragraphs. 8

Unit III

6. (a) Discuss various steps to change font and font size in MS-Word document. 8
- (b) Explain various methods to create a table in MS-Word document. How can cells be merged of a given table ? 8

7. (a) What is mail merge ? Discuss mail merge giving a suitable example. 8
- (b) Discuss steps to insert Special Symbols in a document. 8

Unit IV

8. (a) Explain briefly various features of PowerPoint. 8
- (b) What are Background styles in PowerPoint ? Discuss steps to apply background style to a given presentation. 8
9. (a) Discuss steps to link Excel worksheet to a slide. 8
- (b) Explain various steps to add recorded sound effect in a slide. 8