

BCA 04 Computer Application for Office Management

SET: 1

Section-A

(Very Short Answer Questions)

1. (i) How can we delete a file or folder in MS-WINDOWS 2000?
(ii) Explain one way to create a new document in MS-WORD 2000.
(iii) How can we add an image from a file, to a MS-WORD 2000 document?
(iv) Explain the effect of keyboard shortcut CTRL+PAGE DOWN in MS-EXCEL.
(v) How can we use value in formula applied to a cell, in another worksheet within the same workbook?
(vi) Name screen layouts for constructing presentation, in Power Point.
(vii) Explain the utility of Microsoft Office Outlook.
(viii) How can anyone cut down, Junk E-Mail he/she receives?
(ix) Differentiate between Field and Record in terms of Database.
(x) Explain the term Inner Join, with respect to database.

Section-B

(Short Answer Questions)

2. Explain how to use SCAN DISK, for checking disk errors.
3. How RECYCLE BIN can be utilized, if a file is deleted accidentally?
4. Write steps to create a macro in MS-WORD 2000.
5. Explain use of AUTOSUM feature in MS-EXCEL, with suitable example.
6. How BULLETED LISTS can be used, in Power Point?
7. What steps should be performed, to create a distribution list in Outlook? Also, explain how to add a picture to a contact?
8. What are various steps, to create a signature file to place a designed signature at the end of e-mail messages sent using Outlook?
9. Explain different types of reports in MS-Access.

Section-C

(Long Answer Questions)

10. What are major benefits of using MS-WINDOWS 2000?
11. Describe in brief, how to perform following tasks in MS-WORD 2000
 - a) Inserting a table
 - b) Drawing a table
 - c) Inserting rows and columns in a table
 - d) Moving and resizing a table
 - e) Adding border styles, shading, text effects, alignment to table.
12. Explain AUTOFILL feature and its implementation to extend a series, alternating text and numbers, autofilling functions in MS-EXCEL.
13. With respect to Email message options, explain
 - a) Sending attachments
 - b) Receiving message
 - c) Replying message
 - d) Forwarding message

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SET: 2

Section-A

(Very Short Answer Questions)

1.
 - (i) What are advantages of NTFS, over FAT and FAT-32 file systems?
 - (ii) How synonyms can be found, for a particular word in MS- WORD 2000?
 - (iii) Which tool, in MS-WORD 2000 allows to create form letters, mailing labels and envelopes by linking a main document to set of data or data source?
 - (iv) How can we rename a worksheet in MS-EXCEL?
 - (v) Which wizard helps to view all functions available in MS-EXCEL?
 - (vi) What is keyboard shortcut for Center Justified, in Power Point?
 - (vii) How a list or contact is deleted from Outlook?
 - (viii) Explain distribution lists, with respect to emails.
 - (ix) Explain the term, primary key with respect to database.
 - (x) What are Action Queries in SQL?

Section-B

(Short Answer Questions)

2. What are minimum hardware requirements for installing MS-WINDOWS 2000?
3. Explain resources provided by MS-WINDOWS 2000, for application developers.
4. How AutoShapes toolbar can be utilized for drawing different geometrical shapes, arrows, flow chart symbols on the document prepared using MS-WORD 2000? Also explain utility of WORD ART in MS-WORD 2000.
5. Explain utility of HEADER/FOOTER in MS-EXCEL.
6. What are various slide animation options available in Power Point?
7. Explain Tasks Views, with reference to Outlook.
8. How can we store frequently used e-mail address in Personal Address Book?
9. Explain how Form Wizard is helpful in using MS-Access?

Section-C

(Long Answer Questions)

10. Explain various accessories provided with MS-WINDOWS 2000, with suitable diagram.
11. Describe how to perform following tasks in, Power Point
 - a) Inserting a new slide
 - b) Applying a design template
 - c) Changing slide layout
 - d) Reordering slides
 - e) Hiding slides
 - f) Creating a custom slide show
 - g) Editing custom slide show
12. For Outlook, illustrate steps involved in
 - a) Creating (or scheduling) an appointment
 - b) Creating (or scheduling) a recurring appointment
 - c) Creating (or scheduling) a meeting
 - d) Creating (or scheduling) an event
13. Explain in detail, about various options while creating tables in MS-Access.

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