

## I Semester Examination, April-2021

### PGDCA

#### Paper II

(Office Automation and Tally)

Time : 3 Hours ]

[Maximum Marks : 100

**Note :** Attempt any two parts from each question. All questions carry equal marks.

#### Unit-I

1. (a) Explain mail-merge features of MS-word with example.
- (b) What do you mean by normal view and page layout view of a document ?
- (c) How we can create table in MS-word ? What are different features of table ? Explain in details.

#### Unit-II

2. (a) What is the utility of viewing a worksheet in multiple windows ?
- (b) Explain the concept of spreadsheet. What is the size of Excel sheet ? Explain the use of Excel sheet.
- (c) How work sheet divide in page and set page layout ? Explain header and footer.

#### Unit-III

3. (a) Write down the steps for creating a presentation in MS-Power Point. Give suitable example.
- (b) Explain the slide show features of power point. Also explain slide set up using rehearse timing.

- (c) Write the short notes on :
  - (i) Slide Transition,
  - (ii) Sorting and indexing,
  - (iii) Report making,
  - (iv) Animation and linking.

#### Unit-IV

4. (a) What is MS Access ? Write down the various features of MS-Access.
- (b) What is report ? How can you create report in MS-Access ?
- (c) Write down the characteristics of Table and Forms. Write steps of insert, delete, update record of a Table.

#### Unit-V

5. (a) Describe study of recording of transaction in the voucher accounting.
- (b) Write short notes on the following :
  - (i) Cash flow and Fund flow,
  - (ii) Day Book,
  - (iii) Sales and Purchase register.
- (c) Explain different mode/format of account in Tally.

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