

I Semester Examination, April-2021**DCA****Paper II****(Essentials of Office Automation)**

Time : 3 Hours]

[Maximum Marks : 100

Note : Attempt any five questions. All questions carry equal marks.

1. (a) What is References in MS-Word ? How can we create table of contents ?
(b) Describe in detail working with mail merge ?
2. (a) What is formatting paragraph ? Describe working with mailing lists and data sources ?
(b) Describe in detail working with function and formulas in MS-Excel.
3. (a) What do you mean by Excel graphics ? Explain working with lists and database.
(b) Explain different types of slides and its working.
4. (a) Explain animating slide and object ? Write the application of animation in today word ?
(b) Write the features and advantages of DBMS ?
5. (a) What is RDBMS ? Explain features and advantages of RDBMS ?
(b) Define MS-Access. Explain Database Design approach.
6. (a) Write the steps for creating a table in MS-Access and linking that records.

(b) Write short notes on :

- (i) Update query,
- (ii) Delete query,
- (iii) Selection query,
- (iv) Cross table query.

7. (a) Define term account. Explain types of Accounts.
(b) What is voucher ? Explain voucher entry and types of voucher.
8. (a) Describe in detail Tally and its advantages.
(b) What is power point ? Write the uses of power points.

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