

Roll No. \_\_\_\_\_

Total Printed Pages - 4

**G - 1808**

**P.G. Diploma in Computer Applications  
(First Semester)**

**Examination, Dec.-Jan., 2022-23**

**(New Course)**

**OFFICE AUTOMATION**

**(PGDCA-102)**

*Time : Three Hours]*

*[Maximum Marks : 80*

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

**Unit- 1**

**16 marks**

1. Explain mail-merge features of Ms-word with suitable example.
2. How can you create table in Ms-word? What are its different features? Explain in detail.

**P.T.O.**



[2]

3. Write short notes on: -

- (a) Paragraph settings
- (b) Header and Footer
- (c) Spelling and grammar check

**Unit-2**

**16 marks**

- 4. What is logical function? Explain with example.
- 5. Example the different types of chart, write the step for creating chart.
- 6. Write short notes on :
  - (a) Data validation
  - (b) Protect sheet
  - (c) Page breaks

**Unit-3**

**16 marks**

- 7. What are different types of slide? How can we add sound, movie and chart in slide.
- 8. How to assign animation to slide, write steps with examples.



[3]

9. Write short notes on:-

- (a) Insert table and picture
- (b) Presentation views
- (c) Hyperlink and action

**Unit-4**

**16 marks**

10. How can we create report in Access? Write characteristics of Report.

11. Write steps to create database in Ms-Access. How to create table and insert data item in own database? Give suitable example.

12. Write short notes on :

- (a) DBMS
- (b) Creating tables in Ms-Access
- (c) Different types of Relationships.

**Unit-5**

**16 marks**

13. Explain Microsoft publisher, write the steps to create a publication and add the content to a publication.



[4]

14. Write short notes on :

- (a) Formatting text and paragraphs in a publication.
- (b) Add text to a publication.
- (c) Work with tables

15. How to insert graphics in a publication, write steps with example.

---