

FACULTY OF COMPUTER APPLICATION
B.C.A. (First Year) (First Semester) EXAMINATION
MARCH/APRIL, 2016
COMPUTER APPLICATION
(S1.4)
(Office Automation)

(Monday, 21-3-2016)

Time : 10.00 a.m. to 1.00 p.m.

Time—Three Hours

Maximum Marks—80

N.B. :— (i) All questions are compulsory.

(ii) Draw a well labelled diagram if necessary.

1. Attempt the following : 20
 - (a) Explain Find and Replace.
 - (b) Explain font dialog box.
 - (c) Explain basic text editing.
 - (d) Explain uses of MS-Word.
2. (a) Write a procedure to create a Power-Point presentation. 8
 - (b) Explain different dialog boxes used in MS-Word. 7

Computer Office Automation Exam Model Question Paper

Zhe Xu



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