

Seat No.

OCT_NOV_2024 WINTER EXAMINATION
Bachelor of Commerce (Information Technology) NEP 2.0
Sub. Name: Office Automation I
Sub. Code: 107488

Total Marks: 40

Day and Date: NOVEMBER ,28-11-2024

Time: 10:30 AM To 12:00 PM

Instructions: 1. All questions are compulsory
2. Figures to the right indicate full marks

- Q1) Broad answer questions (Any ONE out of TWO) [16]
Explain steps in adding pictures, images, tables in Ms Word.
OR
Explain steps involved in creation of slides with options in power point.
- Q2) Short answer questions (Any TWO out of THREE) [14]
A) Explain different Page formatting options in Ms-Word.
B) Write different steps in creating PowerPoint presentation.
C) In Ms Word write procedure for i) Mail merge ii) Macros
- Q3) Write short note [10]
a. Write notes on (Any TWO out of FOUR)
A) Ms Word document types
B) Ms Word toolbar options
C) Ms PowerPoint slide formatting options
D) Ms Power slide animation options
