

Roll No. ....

Total Pages : 02

**BCA/M-20**

**1890**

**OFFICE AUTOMATION TOOLS**

**BCA-124**

Time : Three Hours]

[Maximum Marks : 80

**Note :** Attempt *Five* questions in all, selecting *one* question from each Unit. Q. No. **1** is compulsory. All questions carry equal marks.

**Compulsory Question**

1. (a) Explain the concept of Page Maker Preferences.
- (b) Explain the concept of Paragraph Specification in Page Maker.
- (c) Write a short note on Spelling and Grammar in MS Word.
- (d) Write a short note on word ART. **4×4=16**

**Unit I**

2. What is Page Maker ? Explain Menu and Toolbar used in Page Maker. **16**
3. (a) What is DTP ? Explain Hardware and Software Requirement for DTP.
- (b) Explain the System Requirement of Page Maker. **16**

## Unit II

4. (a) How can you add Footer and Header in the master page ? What are their purpose ?  
(b) Explain Indents/Tabs in Page Maker with example. **16**
5. (a) Explain various text formatting features in Page Maker.  
(b) How to insert graphics object in Page Maker ? **16**

## Unit III

6. Explain any *six* features of MS-Word. How can these features be implemented in word ? Explain with example. **16**
7. Explain the following w.r.t. MS-Word :  
(a) Template (b) Mail Merge  
(c) Table (d) Linking. **16**

## Unit IV

8. What do you mean by Template ? Write the steps to create presentation using built in templates ? Write a short note on different view in PowerPoint ? **16**
9. What do you mean by Animation ? Explain various steps to apply Custom Animation effects. **16**