OFFICE AUTOMATION AND PROUCTIVITY TOOLS–B

Time Allowed : Three Hours   **Maximum Marks : 70**

Note : The candidates are required to attempt *one* question each from Section A, B, C and D carrying 15 marks each and the entire Section E consisting of 5 short answer type questions carrying 2 marks each.

Section - A

1. What is the need of Office Automation ? Also describe its advantages and disadvantages.
2. Explainthe basics of office automation technology with the help of examples.

Section - B

3. Explain the different file operations in MS windows.
4. What are the various steps to insert objects and to check the grammar in your presentation ?

Section - C

5. Explain the different parts of MS WORD in detail.
6. Describe the support for tables in MS WORD.

Section - D

7. What are graphs ? What are the different design and techniques that can be used to create a graph ?
8. Draw a basic worksheet and explain its components in detail.

Section - E

9. Explain the following in short :-
   (i)   What is the use of undo redo commands ?
   (ii)   Whatarethe various steps to replace the text ?
   (iii) What is shortcut key ? What is the purpose ofshortcut key ?
   (iv)   Describe few components of control panel in windows.
   (v)   Explain the the different components used in Paint Brush.