

**COMPUTER APPLICATIONS : OFFICE AUTOMATION AND PRODUCTIVITY TOOLS - B**

**(Re-appear April - 2012)**

Time : Three Hours]

[Maximum Marks : 70

**Note :** Attempt *one* question each from Section A, B, C and D carrying 14 marks each, and the entire Section E consisting of *five* short answer type questions carrying 14 marks in all.

**SECTION : A**

1. What do you mean by Office automation ? Why there is a need for office automation ? What are its advantages and disadvantages ?
2. Write note on Convergence of technologies.

**Section : B**

3. Explain the following terms :

- (a) dialogue box. (b) paint brush.  
(c) card file. (d) recorder.

4. Write various steps for making Presentation. Also explain how to add objects in presentation.

**Section : C**

5. Explain various salient features of MS-Word.  
6. Explain various text formatting options available in MS-Word.

**Section : D**

7. Explain any *five* statistical functions used in MS-Excel.  
8. Explain the following concepts in MS-Excel :  
(a) Cell protections. (b) Printing graphs.  
(c) Print area.

**Section : E**

9. Answer the following in brief :  
(a) What do you mean by Document flow management in an office ?  
(b) What are the features of Print manager in Windows ?  
(c) Which controls are available in Control panel ?  
(d) What do you mean by Software package ?  
(e) Explain the maximum ranges for cells in rows and columns of worksheet.