

B.C.A (Part I) (Semester I) (CBCS (NEP2020)) Examination March 2024**Balasaheb Desai College, Patan****Subject Code: 88345****Office Automation****Day & Date: Wednesday, 10/04/2024****Total Marks: 80****Time: 02.30 p.m. to 05.30 p.m.****Period: 3 Hours****Total Pages: 02**

Instructions: 1) Que.1 and Que. 8 are compulsory and attempt any three Questions from Que. No.2 to Que. No. 7.
2) Figures to the right indicate marks.

Q.1. Choose correct alternative for following questions from options given below. (12)

- 1) What protocol is used for sending and receiving email over the Internet?
 - a) FTP
 - b) HTTP
 - c) SMTP
 - d) DNS
- 2) What does the "Ctrl + C" keyboard shortcut do in Microsoft Word?
 - a) Cut selected text
 - b) Copy selected text
 - c) Paste copied text
 - d) Close the document
- 3) What is the default file format used by OpenOffice Writer for documents?
 - a) .docx
 - b) .xlsx
 - c) .odt
 - d) .pptx
- 4) What does the "Ctrl + P" keyboard shortcut do in PowerPoint?
 - a) Paste
 - b) Play Slideshow
 - c) Preview
 - d) Print
- 5) What does "URL" stand for?
 - a) Uniform Resource Locator
 - b) Universal Resource Language
 - c) Unified Resource Label
 - d) Unified Retrieval Language
- 6) How can you insert a hyperlink into your document in OpenOffice Writer?
 - a) Right-click the text and select "Copy Hyperlink"
 - b) Use the "Insert" menu and choose "Hyperlink"
 - c) Press Ctrl + H
 - d) None of the above

- 7) How can you start a PowerPoint presentation from the beginning?
 - a) Press F5
 - b) Click the "End Show" button
 - c) Press Esc
 - d) Press start
- 8) What is the purpose of the "Slide Transition" feature in OpenOffice Impress?
 - a) To create a custom background for each slide
 - b) To add animation effects between slides
 - c) To insert charts and graphs
 - d) To change the font style of slide text
- 9) What is the default file extension used by OpenOffice Impress for presentations?
 - a) .pptx
 - b) .odp
 - c) .docx
 - d) .xlsx
- 10) What does "CC" stand for in email?
 - a) Carbon Copy
 - b) Copy Clone
 - c) Content Control
 - d) Confidential Copy
- 11) Which keyboard shortcut is used to make text bold in Microsoft Word?
 - a) Ctrl + B
 - b) Ctrl + I
 - c) Ctrl + U
 - d) Ctrl + Shift + B
- 12) Which of the following is a free and open-source office suite similar to Microsoft Office?
 - a) OpenOffice
 - b) LibreOffice
 - c) Apache Office
 - d) All of the above

Q.2. What is search engine? Explain the different search engines. (16)

Q.3. Explain the procedure for creating, saving, opening & editing text documents in MS-Word. (16)

Q.4. What is internet? Explain types of internet connections. (16)

Q.5. Explain in detail procedure for creating an animation effects in PowerPoint. (16)

Q.6. What is mail merge? Explain the steps for creating mail merge in Open Office Writer. (16)

Q.7. Explain the different social networking sites in detail. (16)

Q.8. Write notes on (any four) (20)

- 1) Web Browser
- 2) Header & Footer in Open Office
- 3) Email
- 4) Inserting table in Word
- 5) Track Changes in Writer
- 6) Bullets & Numbering
