1(Sem-8/FYUGP)BNC(A)/DSCI

2024

INFORMATION TECHNOLOGY

(Discipline Specific Core)

Paper Name: Office Automation and DTP

Paper Code: **BIT-DSC-142**

Full Marks: 45

Time: Two Hours

(*The figures in the margin indicate full marks for the questions*)
Answer in English

1. **Answer the following multiple-choice questions**　　**1x4=4**
   (a) Formatting is performed on-
   　　i.　Text
   　　ii.　Table
   　　iii.　Menu
   　　iv.　Both (a) & (b)
   (b) What is MS Excel?
   　　i.　Spreadsheet
   　　ii.　Database Management
   　　iii.　Presentation
   　　iv.　Workbook
   (c) The power point, themes could be found under –
   　　i.　Transition Tab
   　　ii.　Design Tab
   　　iii.　Insert Tab
   　　iv.　Animation Tab

(d) The intersection of a column and a row in a worksheet is called-
  i. Column
  ii. Address
  iii. Value
  iv. Cell

2. Answer the following questions briefly   2x3=6
(a) What is the difference between menu bar and tool bar?
(b) Define uploading & downloading?
(c) What is a Drop Cap?

3. Answer the following questions (any three)   5x3=15
(a) What do you mean by text alignment? Discuss the different types of text alignment.
(b) Write down the steps to insert an image in a ppt.
(c) What is Page Maker? Explain its uses.
(d) What is Network topology? Explain any two types of topologies.
(e) Write down the shortcut key of the following
  i. Bold a text
  ii. Select all
  iii. Underline highlighted selection
  iv. Undo the last action
  v. Justify text

4. Answer the following questions (any two)   10x2=20
(a) Explain different components of MS Access.
(b) What is Internet? Write different function of Internet.

(c) Given an example for the functions SUM( ), AVERAGE ( ), MIN( ) and MAX( ) by giving an example of a student record.

(d) Write short note on-

    i.   Web Browsers

    ii.   Electronic Mail

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