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

2025

(Skill Enhancement Course)

Paper Name: Office Automation

Paper Code: **BCA-SEC-A-131**

Full Marks: 30

Time: One and Half Hours

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

Answer in English

1. **Answer the following questions:** **1x4=4**
 - a) The shortcut key to bold text in MS Word is -----.
(Fill in the blank)
 - b) The file extension of a Power Point presentation is .pptx.
(State true or false)
 - c) ----- is the file extension of word files.
(Fill in the blank)
 - d) A workbook is a collection of -----.
(Fill in the blank)

2. **Answer any three of the following questions:** **2x3=6**
 - a) What is mail merge ?
 - b) Describe cell referencing in Excel.
 - c) Describe slide transition in Power Point Presentation.
 - d) Explain the Header and Footer.

3. **Answer any two of the following questions:** **5x2=10**
 - a) Discuss briefly the spell check feature of MS Word.
 - b) List the steps for inserting a picture in Power Point Presentation.

c) Mention five features of word processor.

4. Answer any one of the following questions. 10x1=10

a) Explain the creation of formula in MS-Excel.

b) How can you create a table in MS Word? Explain the steps.
