

BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI
(MID SEMESTER EXAMINATION)

CLASS: BCA/BBA/IMBA
BRANCH: BCA/BBA/IMBA

SEMESTER : 1ST
SESSION : MO/2024

SUBJECT: CN111 OFFICE AUTOMATION TOOL

TIME: 02 Hours

FULL MARKS: 25

INSTRUCTIONS:

1. The question paper contains 5 questions each of 5 marks and total 25 marks.
 2. Attempt all questions.
 3. The missing data, if any, may be assumed suitably.
 4. Tables/Data handbook/Graph paper etc., if applicable, will be supplied to the candidates
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Q.1(a)	List and explain some important characteristics of a computer.	[2]	1 2
Q.1(b)	List the key hardware technologies used in building computer of each of the five generations.	[3]	1 3
Q.2(a)	What is a control panel? Explain its various features.	[2]	2 3
Q.2(b)	How many types of storage a computer system normally uses? Justify the need for each storage type.	[3]	3 2
Q.3(a)	What are the page layout orientation setting are available in MS-Word document?	[2]	1 3
Q.3(b)	Write the shortcut key to perform the following task in a MS-Word processing software. i) To save a document ii) To close the document iii) To create a new document	[3]	2 4
Q.4(a)	What are the different types of alignment of text in MS-Word?	[2]	2 3
Q.4(b)	Explain Mail merge feature in details.	[3]	1 4
Q.5(a)	Write the features of spreadsheet.	[2]	1 3
Q.5(b)	What are title bar, Menu bar and formula bar for MS-Excel?	[3]	2 4

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