

Roll No.

E-1889

**P. G. Diploma in Computer Application
(First Semester)**

EXAMINATION, Dec.-Jan., 2020-21

(New Course)

OFFICE AUTOMATION AND TALLY

(PGDCA—102)

Time : Three Hours]

[Maximum Marks : 100

Note : Attempt any *two* parts from each unit. All questions carry equal marks.

Unit—I

1. (a) How can we create table in MS-Word ? What are different features of table ? Explain in detail.
- (b) Write short notes on :
 - (i) Spelling & Grammar Check
 - (ii) View Tab
 - (iii) Clipart
- (c) Explain the following from HOME Tab :
 - (i) Setting Fonts

P. T. O.

- (ii) Paragraph setting
- (iii) Various styles
- (iv) Format painter

Unit—II

2. (a) Explain the following :
- (i) Protect workbook
 - (ii) Freezing panes
 - (iii) Share workbook
- (b) Explain Data Tab with the following options :
- (i) Sort & Filter Options
 - (ii) Data Validation
 - (iii) Group & Ungroup
- (c) Write short notes on the following :
- (i) Pie Chart
 - (ii) Watch window
 - (iii) Autosum

Unit—III

3. (a) How do you create a presentation in power point ?
Explain uses of power point presentation.
- (b) Write a steps to add chart, sound and movie in a slide.
- (c) Write short notes on :
- (i) Animation Tab
 - (ii) View Tab

Unit—IV

4. (a) What is DBMS ? Explain the features of DBMS.
Define various data types in MS-Access.
- (b) Explain pivot chart view and sort & filter option in home tab.
- (c) Write short notes on :
- (i) Importing data from access
 - (ii) Creation of table
 - (iii) Relationship
 - (iv) Datasheet view

Unit—V

5. (a) Explain creating of company and ledger account in Tally.
- (b) What is trial balance ? Explain the steps to create trial balance in Tally.
- (c) Write short notes on :
- (i) Purchase Register
 - (ii) Bills Payable
 - (iii) Bonus
 - (iv) Loans