ED-1008

P. G. Diploma in Computer Application
1st Semester, Examination, March-April 2021

Paper - III

Office Automation and Tally

Time : Three Hours] [*Maximum Marks* : 100

Note : Answer any **two** parts from each question. All questions carry equal marks.

Unit-I

1. (*a*) Explain the terms desktop, shortcut icon, taskbar and start menu.

(*b*) What is Dial-up Networking ? How does dial up network work ?

(*c*) Explain the following :

(*i*) Recycle Bin

(*ii*) Notepad

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Unit-II

2. (*a*) Discuss table and charts in MS Word.

(*b*) What is database in Excel ? How to create college database in MS Excel ? Implement any three database functions in college database.

(*c*) Explain the following :

(*i*) Using thesaurus

(*ii*) Macros

Unit-III

3. (*a*) What do you understand by MS PowerPoint ? Discuss animations and linking.

(*b*) Explain different categories of slide show in MS PowerPoint.

(*c*) Describe the adding sound and movies in MS PowerPoint.

Unit-IV

4. (*a*) What is MS Access ? Explain the terms database, tables, fields and data types.

(*b*) Discuss data controls and data expressions in MS Access.

(*c*) Describe the responsibilities of switch boards manager.

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Unit-V

5. (*a*) What is voucher and types of vouchers ? How can you use voucher in Tally ?

(*b*) Explain the alteration and deletion of ledger or groups.

(*c*) Describe the outline of entry for Income Tax.

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