

B

DCOM-03

DCOM EXAMINATION, June, 2008

OFFICE PRODUCTIVITY TOOLS

Paper DCOM-03

Time allowed : Three hours

Maximum marks : 70

Attempt any five questions. All questions carry equal marks.

1. What are the main features of MS-Word ? Explain the areas where word can be useful.
2. Explain all the steps involved in Mail Merge. What are alignment features of MS-Word ?
3. What is spreadsheet ? Discuss in detail the main features of spreadsheets.
4. What do you mean by charts ? Explain the steps involved in making charts.

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5. Write notes on :

- (i) Save as
- (ii) Paste
- (iii) Macro
- (iv) Thesaurus
- (v) Tables

6. (a) How do you change the colour, size and type of fonts ?

(b) What is paragraph setting ? Write the steps involved in paragraph setting.

7. What is DTP ? How word is useful in DTP ? How can you insert pictures in word ?