

B

DCOM-03

DCOM EXAMINATION, December, 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 do you mean by office automation ? What are the areas where it can be useful ?

2. (a) What is word processor ? Explain the characteristics of word processor.

(b) What is spreadsheet ? Explain the main features of spreadsheet.

3. What is formula ? How many categories of formulas are available in spreadsheet ? Give examples.

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4. What is table ? Write the steps involved in creating a table with 5 columns and 10 rows in word processor.
5. What do you mean by macro ? How can you create it ? Explain the use of Macro.
6. Write notes on :
 - (i) Cell
 - (ii) Cell Reference
 - (iii) Print Preview
 - (iv) Page setup
 - (v) Save as
7. Explain the various types of charts available in spreadsheet. Give the steps involved in creation of charts.