



DIT 12

**Diploma in Information Technology Annual (DIT) Examination, August 2009
OFFICE AUTOMATION**

Time : 3 Hours

Max. Marks : 90

Instruction : Answer ***all*** questions in Part – A, ***any five*** in Part – B and ***any three*** in Part – C.

PART – A

(10×2+5×1=25)

1. Explain Standard Tool Bar.
2. Explain the formatting tools; Bold facing and Italic.
3. What is “Work Book” ?
4. Explain the feature “OLE” (Object Linking and Embedding).
5. Name different types of charts.
6. Write down the steps for saving a document as a web page.
7. Explain the AVE function in MS-EXCEL.
8. Explain Character Formatting.
9. Write down the steps to insert a table in an MS-WORD document.
10. What is Data Source ?
11. Explain the following terms :
 - a) Sort
 - b) Menu Bar
 - c) Cell formatting
 - d) Syntax of a formula
 - e) Comparison Operators.

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PART – B

(5×10=50)

Answer **any five**.

1. Explain Paragraph and Page Formatting.
2. Explain the essential features of word processing software.
3. Explain the different types of functions supported by MS-EXCEL.
4. Explain Sorting and Filtering in MS-Excel.
5. Explain Title Bar, Menu Bar, Tool Bar, Formula Bar, Name Box, Scroll bars, worksheet Tabs and Status bar.
6. What is Mail Merge ? Explain the steps to create an invitation and send the same to 10 people.
7. Explain the steps for inserting a table of 4 columns and 6 rows into a Document.
8. Explain how to save and close a Work Book in MS-Excel.

PART – C

(3×5=15)

Write short notes on **any three** of the following :

- a) Paragraph Formatting
 - b) Find and Replace options
 - c) Arithmetic functions in MS-EXCEL
 - d) Page setup
 - e) Chart.
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