



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

(2)

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.

(3)

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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