

St. Mary's P.G. College Vidisha

Class BCA First Year

Office Automation packages and tools

- Q. 1 How you can insert a formula in MS-EXCEL?
- Q. 2 What is the utility of FILTER in MS-EXCEL of MS-Office?
- Q. 3 How a text box is inserted in MS-WORD of MS-Office?
- Q. 4 Discuss RECORD NARRATION in MS-POWERPOINT.
- Q. 5 Explain LOOKUP AND REFERENCE in MS-Excel.
- Q. 6 Discuss JUNK/SPAM E-Mail in particular mailing account.
- Q. 7 Explain the process of ATTACH A DOCUMENT with an E-mail.
- Q. 8 Discuss the work of INSTANT SEARCH of MS-OUTLOOK.
- Q. 9 Describe Moving and Resizing a table in MS-Word.
- Q. 10 Describe the use of Hyperlink in MS Office.
- Q. 11 Explain the working of Hyphenation in MS-WORD?