Exam. Code : 110501
Subject Code : 2844

Bachelor of Vocation (Modern Office Practices)
1st Semester

MODERN OFFICE AUTOMATION TOOLS—I

Paper—II

Time Allowed—3 Hours]   [Maximum Marks—75

Note :— There are **FOUR** sections, each having **TWO** questions. Attempt any **FIVE**, selecting at least **ONE** from each section. All questions carry equal marks.

SECTION—A

1. How will you print your document ? Explain various printing related options available in Print Dialog Box.

2. Which are various editing operations available in MS-Word ? How will you create a table in MS-Word ?

SECTION—B

3. Explain various formatting methods available in Word 2010.

4. (a) Which are different types of bullets ?

   (b) Explain Border and Shading option available in MS-Word.

SECTION—C

5. (a) What is use of header and footer in a document ? Give an example. How will you insert header and footer in your document ?

   (b) How will you insert and resize a picture in your document ?

6. What is use of table ? Explain various operations that can be performed on a table in MS-Word.

SECTION—D

7. Explain different views of slides in power point ?

8. Explain following in PowerPoint :

   (a) PowerPoint slide show

   (b) Rehearse timing.