

**Tilak Maharashtra Vidyapeeth, Pune**  
**Bachelor of Computer Applications (BCA)**  
**Internal Assignment**  
**Subject: Office Automation – Theory**

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**Assignment No 1.**

**20 marks**

**Q.1) Answer the following**

**5 Marks**

What are different views available in word?

**Q.2) Answer the Following.**

**15 Marks**

1. What is Clipboard?
2. Explain different options available in page setup menu.
3. Explain the tools available in formatting toolbar.
4. Explain the tools available in drawing bar.
5. Explain different options available in font menu.

**Assignment No 2.**

**20 marks**

**Q.1) Answer the following.**

1. What is mail merge? Explain in details.
2. What is function? Name some commonly used functions.
3. What is conditional formatting?
4. Explain the steps to create the chart.

**Assignment No 3.**

**20 marks**

**Q.1) Answer the following.**

1. Explain different views in PowerPoint.
2. What is master slide?
3. What are the different effects that you can give using animation?
4. Explain different data types in Access?