



## **FD-1008**

PGDCA 1st Semester  
Examination, Dec.-Jan., 2021-22

Paper - III

Office Automation and Tally

*Time* : Three Hours]      [*Maximum Marks* : 100

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**Note** : Answer any **two** parts from each question. All questions carry equal marks.

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### **Unit-I**

1. (a) What is Windows? Write down the various versions and features of Windows.
- (b) What do you mean by linking and embedding? Explain with example.
- (c) Write short notes on the following :
  - (i) Notepad
  - (ii) Desktop
  - (iii) Taskbar
  - (iv) My Computer

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**Unit-II**

2. (a) Explain the procedure for inserting the following :
- (i) Header and Footer
  - (ii) Table
- (b) Explain mail merge feature of MS Word with example.
- (c) Write the procedure of creating a graph in MS Excel. Also explain the types of graphs.

**Unit-III**

3. (a) How can we insert picture and sound to any slide ?
- (b) What is animation ? How can we insert animation in PowerPoint slide ?
- (c) What is slide transition ? Write the steps for applying a transition in PowerPoint slides.

**Unit-IV**

4. (a) What is MS Access ? Write down the various features of MS Access.
- (b) What is Report ? How can you create Report in MS Access ?
- (c) What is Relationship ? Explain the creation of Relationship.

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**Unit-V**

5. (a) Define setting up ledger and groups in Tally.
- (b) How can you create, alter and delete company in Tally ?
- (c) Explain the following in brief :
- (i) Service Tax
  - (ii) Value Added Tax (VAT)
  - (iii) Gratuity
  - (iv) Bonus
  - (v) PF
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