AP–555

B.C.A. (Part—II) Semester—IV Examination
WEB DESIGNING AND OFFICE
AUTOMATION—4ST3

Time—Three Hours]   [Maximum Marks—60

Note :— (1) All questions are compulsory.

(2) Each question carry equal marks.

(3) Use suitable data wherever necessary.

1. (a) What are the benefits of Office Automation ?
         Explain.   6

    (b) Explain the need of training in IT.   6

OR

2. (p) What are the factors that are considered while
         planning the site ? Explain.   6

    (q) How security is maintained in I.T. ? Explain.

                                                           6

3. (a) What are the components of Standard Toolbar ?
         Explain.   6

    (b) Write down steps to create chart using chart wizard.

                                                           6

OR

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4. (p) Explain various types of functions used in Excel. 6

(q) State and explain the features of Excel. 6

5. (a) Write down steps to modify table structure in Access. 6

(b) What are the data types used in Access ? Explain. 6

OR

6. (p) Write down steps to create Report using Report Wizard. 6

(q) What is RDBMS ? State its advantages. 6

7. (a) What is web hosting ? Explain procedure to publish a web site. 6

(b) What are the factors that are consider while designing the web page ? 6

OR

8. (p) What are the benefits of e-commerce ? 6

(q) Explain the applications of Search Engine. 6

9. (a) Explain the role of Property Inspector in Dreamviewer. 6

(b) Write down HTML code to generate following output : 6

S. No.	Name	Sub 1	Sub 2
1	ABC	40	50
2	PQR	30	60
3	LMN	45	55

OR

10. (p) Describe the features of Photoshop. 6

(q) How images are linked in Web page ? Explain with example. 6