



B.C.A.(Part - II) Fourth Semester

Web Designing and Office Automation

Paper- 4 ST 3

P. Pages : 3

Time : Three Hours

Max. Marks : 60

- Note :
1. All questions are compulsory.
 2. Figures to the right indicate full marks.
 3. Assume suitable data wherever necessary.
 4. Illustrate your answer with the help of neat sketches wherever necessary.

1. a) Describe the issues to be considered while planning a site. **6**
- b) What is meant by ergonomics ? Explain. **6**

OR

2. a) Describe various applications of Information Technology in brief. **6**
- b) Describe the security issues with respect to information technology. **6**
3. a) Explain any four mathematical functions in Excel. **6**

- b) What is meant by chart ? Explain its components. **6**

OR

4. a) Explain : **6**
i) Worksheet and workbook.
ii) Bar chart

- b) Explain : **6**
i) auto text
ii) auto filter

5. a) Explain the data types provided by MS-Access. **6**

- b) Describe the procedure of import and export in Access with suitable example. **6**

OR

6. a) What is form ? How do you create it in MS-Access ? Explain. **6**

- b) Describe various ways of creating tables in Access with suitable example. **6**

7. a) What is web authoring ? Explain any one web authoring tool. **6**

- b) What is e-commerce ? How does it work ? Explain. **6**

OR

AL - 0535

2

8. a) Explain the procedure for hosting a web site on Internet. **6**

- b) Describe web page design considerations. **6**

9. a) Explain with example **6**
i) head tag
ii) anchor tag
iii) body tag

- b) Explain in brief MS visual Interdev. **6**

OR

10. a) Write an HTML code for creating following table : **6**

S.N.	Name	Subjects		
		S ₁	S ₂	S ₃
1	Kapil Dev	50	49	37
2	Ravi Shastri	34	29	41
3	Chetan Sharma	42	60	34

- b) How do you create and view output of an HTML in dreamviewer ? Explain. **6**

AL - 0535

3

213 / 725