

B.C.A. (Part-II) Semester—IV Examination
WEB DESIGNING AND OFFICE AUTOMATION
Paper—4 ST 3

Time : Three Hours] [Maximum Marks : 60

Note :—(1) **ALL** questions are compulsory.

- (2) Each question carries equal marks.
- (3) Use suitable data wherever necessary.

1. (A) What is WWW ? Explain. 6
(B) What factors needs to be considered while designing IT infrastructure ? Explain. 6

OR

2. (A) State and explain educational applications of Information Technology. 6
(B) Which security features need to be considered while IT site planning ? Explain. 6
3. (A) Explain Autoformat features of Excel with example. 6
(B) Write procedure for generating charts in Excel with example. 6

OR

4. (A) Explain :
(i) Tool bar
(ii) Workbook. 6
(B) State and explain the features provided by MS-Excel. 6

5. (A) Write procedure to create database in Access. 6
(B) Explain :
(i) Import
(ii) Export. 6

OR

6. (A) Write procedure to create Forms in Access. 6
(B) Explain :
(i) Trouble Shooting
(ii) Sorting. 6

7. (A) What is E-commerce ? Explain. 6
(B) What is Web Hosting ? Explain. 6

OR

8. (A) What are web authoring tools ? Explain. 6
(B) What are Search Engines ? State and explain its uses. 6

9. (A) What is HTML ? Explain. 6
(B) What is Screen Capturing ? Explain. 6

OR

10. (A) What are tags ? State and explain some common tags in HTML. 6
(B) Explain the features of Dream Viewer in Web page construction. 6