

Regular students of Durgu college, Raipur

Pt. Ravishnakar Shukla, University, Raipur

Annual Examination 2019-20

Assignment

B.C.A – I Year (Regular Students)

Subject – ~~Office Automation~~

Paper - PC software and
Multimedia

Marks - 80

Note: - Answer any one of the following Question.

Q. 1. Explain features of MS Word. Write steps of mail merge also write steps to sound run and delete Macro.

Or

Explain features of MS Excel. Explain five-five function of following category:-

Financial

Text

Data

Mathematical