



THE AMERICAN COLLEGE, MADURAI

(An Autonomous Institution Affiliated to Madurai Kamaraj University)
Re-accredited (2nd Cycle) by NAAC with Grade “A”, CGPA – 3.46 on a 4-point scale

Backlog Arrear Examination, March 2021

BCA 1521

Office Automation and E-Business

Time : 3 Hrs

Marks: 75

Answer any FIVE of the following

5x15=75

1. Explore various important parts window in MS Word.
2. Write short notes on
 - A) Header and Footer in Microsoft Word
 - B) Bullet and Numbering format in Microsoft Word.
 - C) Find and Replace
3. Explain various options available in “Page Layout” tab of MS Excel
4. “Formula’s and Function in Excel” - Discuss
5. What is Power point? Explain the procedure to create five slides to launched a new product
 - i. Background Color
 - ii. Insert Clip Art
 - iii. Insert WordArt
6. Explain organizational strategies for e-business.
7. “An e-business model is a profitable business on the Internet” Illustrate with your opinion.
