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THREE YEAR B.Com. (Comp) (CBCS) DEGREE EXAMINATION, APRIL/MAY 2024.

SECOND SEMESTER

Major

OFFICE AUTOMATION TOOLS

(w.e.f 2023 – 24 Admitted Batch)

Time : Three hours

Maximum : 70 marks

(No additional sheet will be supplied)

PART A — (5 × 4 = 20 marks)

Answer any FIVE of the following.

1. What are bullets and numbering mainly used for?
2. What is spell check and auto correct in MS-Word?
3. Explain the steps to insert 3D model in MS-Word?
4. What is the use of hyperlink in Word?
5. What is difference between workbook and worksheet?
6. What is the spell check shortcut for Excel?
7. What is filter in Excel?
8. Write about view menu in Excel.
9. Write the steps to insert audio in a presentation.
10. How to add Transition in MS PowerPoint? Explain.

PART B — (5 × 10 = 50 marks)

Answer FIVE of the following.

11. What is MS-WORD? Explain the features of MS-Word.

Or

12. Explain different text formatting tool in MS-Word.
13. What is Mail Merge? Explain the concept of Mail Merge in MS-Word.

Or

14. Explain the steps to create a table in MS-word.

15. What is MS-Excel? Explain the features of MS-Excel.

Or

16. Explain different types of functions in MS-Excel.

17. What is the Cell Reference? Briefly Explain about the different Cell Reference with example.

Or

18. What are charts? Explain the types of charts in MS-Excel?

19. Differentiate between master and normal slide in relation to MS-Power point.

Or

20. Explain various types of views of slide in MS-Power point.
