

CSSR & SRRM DEGREE & PG COLLEGE

(AUTONOMOUS)

UG (CBCS) REGULAR EXAMINATIONS, APRIL/MAY 2025

B.Com, SEMESTER-II

OFFICE AUTOMATION TOOLS

(w.e.f. 2024-25 Admitted Batch)

(No additional sheet will be supplied)

Time: 3 hrs.

Max. Marks: 70

SECTION – A

I. Answer **any FIVE questions**. Each Question Carries 4 Marks.

5 X 4 =20 M

1. Discuss about changing cases in MS-Word?
2. Write about Header and Footer in MS-Word?
3. How to inserting pictures in MS-Word?
4. Define Macro? How to create Macro in MS-Word?
5. Write about creating, saving a workbook?
6. How to insert rows and columns in MS-Excel?
7. Discuss about what-if analysis?
8. Define sorting and filtering in MS-Excel?
9. What is slide? How to insert slide in MS-PowerPoint?
10. How to editing text in MS-PowerPoint?

SECTION – B

II. Answer **ALL questions**. Each Question Carries 10 Marks.

5 X 10 =50 M

11. Explain the features of MS-Word
or
12. Discuss about formatting documents in MS-Word
13. Write about Mail Merge in MS-Word
or
14. Write the difference between Wizard and Template in MS-Word?
15. Write about Mathematical and Statistical functions in MS-Excel?
or
16. Explain how to enter data in a work sheet?
17. What is Chart? Explain different types of charts in MS-Excel.
or
18. Discuss about Cell referencing in MS-Excel
19. What are the features of MS-PowerPoint?
or
20. Discuss about various presentations in MS-PowerPoint?

