

2022
B.A./B.Sc.
Second Semester
GENERIC ELECTIVE – 2
COMPUTER SCIENCE
Course Code: CSG 2.11
(Office Automation Tools)

Total Mark: 70

Pass Mark: 28

Time: 3 hours

Answer five questions, taking one from each unit.

UNIT-I

1. (a) Explain the different tabs in MS Word ribbon. 7
(b) Write down the steps for the following operations in MS Word:
 - (i) Replace text 3
 - (ii) Insert a header or footer 2
 - (iii) Save a document for the first time 2

2. (a) Give the keyboard shortcuts for the following operations in MS Word: 1×6=6
 - (i) Copy a picture of the computer screen
 - (ii) Underline letters
 - (iii) Move to the beginning of the line
 - (iv) Print a document
 - (v) Undo an action
 - (vi) Cut selected text
(b) Write down the steps for the following operations in MS Word: 2×4=8
 - (i) Merge cells in a table
 - (ii) Apply a drop cap
 - (iii) Insert WordArt object
 - (iv) Create a multiple level list

UNIT-II

3. (a) What is mail merge? 3
(b) Explain how to use mail merge to create form letters. 11

4. (a) How do you create template? 4
 (b) Explain how to use mail merge to create mailing labels in MS Word. 10

UNIT-III

5. (a) Explain two ways to enter information into a cell. 2
 (b) Explain relative cell, mixed cell and absolute cell references in MS Excel. 6
 (c) Write steps to protect a worksheet. 3
 (d) Explain three chart types in MS Excel. 3
6. Explain the following functions in MS Excel: 2×7=14
 (a) countif() (b) min() (c) counta()
 (d) average() (e) round() (f) if()
 (g) sum()

UNIT-IV

7. (a) Explain all the features involved while inserting headers or footers in MS PowerPoint. 4
 (b) What are the different types of animation effects? 4
 (c) How do you select design themes in MS PowerPoint? 2
 (d) Explain the two ways to insert slides in MS PowerPoint. 4
8. (a) Write steps to animate an object or content in MS PowerPoint. 4
 (b) Explain the two ways to insert image in MS PowerPoint. 4
 (c) Explain how to create an action button on MS PowerPoint slide. 6

UNIT-V

9. (a) Explain various field properties in MS Access. 6
 (b) How do you create a parameter query? 4
 (c) How do you create a new form in MS Access? 4
10. (a) Explain various data types in MS Access. 6
 (b) How do you create a report in MS Access? 4
 (c) How do you open a query in MS Access? 4