2023

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 <u>five</u> *questions, taking* <u>one</u> *from each unit.*

UNIT–I

1. (a) What are the different types of errors in MS Word?　　3
   (b) How do you correct errors in MS Word?　　3
   (c) How do you change text alignment in MS Word?　　4
   (d) How do you convert text to table in MS Word?　　4

2. (a) Write down steps for the following operations in MS Word:　2×3=6
   　　(i)　Insert date and time
   　　(ii)　Replace a text
   　　(iii)　Insert shapes
   (b) Write shortcut keys to perform the following operations.　1×8=8
   　　(i)　Redo a previous operation
   　　(ii)　Select whole document
   　　(iii)　Create a hanging indent
   　　(iv)　Paste the selected text
   　　(v)　Move the cursor to the beginning of the document
   　　(vi)　Move the cursor one word to the right
   　　(vii)　Move the cursor to the end of the paragraph
   　　(viii)　Print a document

UNIT–II

3. (a) What are the components of mail merge?　　3
   (b) What are the advantages of mail merge?　　4

(c) What is a merge field? Write the steps to add merge fields to the main document. 1+6=7

4. (a) How do you create mailing label document in mail merge labels? 3
   (b) Write down steps to preview in mail merge envelopes. 4
   (c) Explain the different methods to select recipients in mail merge form letters. 7

UNIT–III

5. (a) Explain the pmt() function. 4
   (b) What are the different errors in pmt() function? 3
   (c) What is a cell in MS Excel? Explain the different cell referencing modes. 1+6=7

6. (a) Write shortcut keys to perform the following operations. 1×8=8
      (i) Insert a hyperlink
      (ii) Create a new workbook
      (iii) Save the worksheet
      (iv) Select the entire column
      (v) Underline all cells in the highlighted section
      (vi) Close the current workbook
      (vii) Put italics on all cells in the highlighted section
      (viii) Move to the next cell, to the right of the currently selected cell
   (b) Explain the following functions in MS Excel. 6
      (i) or()
      (ii) sumif()
      (iii) count()
      (iv) if()
      (v) and()
      (vi) round()

UNIT–IV

7. (a) Explain quick access toolbar. 2
   (b) Explain ribbon in MS PowerPoint. 2
   (c) How do you apply or change colour in themes? 3
   (d) Write down some uses of PowerPoint presentation. 3

(e) How do you apply a custom animation effect? 4

8. (a) Explain the working of charts in MS PowerPoint. 6
   (b) Explain the different presentation views in MS PowerPoint. 4
   (c) Explain the different uses of slide master. 4

UNIT–V

9. (a) Explain the different ways to create forms in MS Access. 8
   (b) Write down the advantages of MS Access. 6

10. (a) Explain tables in MS Access. 4
    (b) Explain query in MS Access. 4
    (c) Explain currency, auto number, and long text data types in MS Access.

6

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