

2024
B.A./B.Sc.
Second Semester
 GENERIC ELECTIVE – 2
COMPUTER SCIENCE
Course Code: CSG 2.11
 (Office Automation Tools)

Total Mark: 70
Time: 3 hours

Pass Mark: 28

Answer five questions, taking one from each unit.

UNIT-I

1. (a) Write down the steps for the following operations in MS-Word:
 - (i) To view multiple pages 2×4=8
 - (ii) To format text in multiple columns
 - (iii) To add rows to a table
 - (iv) To insert a WordArt object
- (b) What is a bookmark? How do you insert bookmarks in MS-Word? 1+2=3
- (c) How do you save a document as a template in MS-Word? 3

2. (a) Give the keyboard shortcuts for the following operations in MS-Word: 1×8=8
 - (i) To open font preferences window
 - (ii) To insert a hyperlink
 - (iii) To open a new, blank document window
 - (iv) To delete word to the right of cursor
 - (v) To move cursor to the end of the document
 - (vi) To paste the copied text
 - (vii) To indent the paragraph
 - (viii) To align the selected text to the center of the screen
- (b) Write down the steps for the following operations in MS-Word:
 - (i) To change the format of page numbers 2×3=6
 - (ii) To add border and shading to a paragraph

UNIT-II

3. (a) What are the uses of mail merge? 2
(b) Write down the 6 major steps while creating a directory in mail merge. 6
(c) What is data source? Write down steps to use an existing data source in mail merge form letters. 1+5=6
4. (a) Write down steps when arranging directory in mail merge. 3
(b) What are the three components of mail merge? 3
(c) Write the various options while selecting to start document in mail merge form letters. 3
(d) Write down steps when completing the merge in mail merge labels. 5

UNIT-III

5. (a) How do you filter data in MS-Excel? 3
(b) Explain goal seek in MS-Excel. 4
(c) Give the keyboard shortcuts for the following operations in MS-Excel: 1×7=7
(i) Bold all cells in the highlighted section
(ii) To close the current workbook
(iii) To undo the last action
(iv) To put a strikethrough on all cells in the highlighted section
(v) To enter the current date
(vi) To hide column
(vii) To find and replace data
6. (a) Explain wildcards in MS-Excel. 3
(b) Explain formula auditing in MS-Excel. 5
(c) Explain the following functions in MS-Excel. 3×2=6
(i) hl ookup()
(ii) averagei f()

UNIT-IV

7. (a) Write down two ways to insert notes in MS-PowerPoint. 4
(b) How do you create slide transitions in MS-PowerPoint? 4
(c) How do you create action buttons in MS-PowerPoint? 6

8. (a) How do you create slide master in MS-PowerPoint? 6
(b) Explain the different tabs in MS-PowerPoint. 8

UNIT-V

9. (a) How do you create a parameter query in MS-Access? 4
(b) Write down disadvantages of MS-Access. 4
(c) How do you import data in MS-Access? 6
10. (a) Explain any three data types in MS-Access. 3
(b) What is a report in MS-Access? How do you create a report? 1+4= 5
(c) Explain various field properties in MS-Access. 6
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