October 2025
B.A./B.Sc.
First Semester
MULTI-DISCIPLINARY COURSE – 1
COMPUTER SCIENCE
Course Code: CSO 1.11
(Office Automation Tools)

Total Mark: 35   *Pass Mark: 14*
Time: 2 hours

I. Answer <u>two</u> questions, taking <u>one</u> from each unit.

UNIT–I

1. (a) What are headers and footers in MS Word? How do you insert them?   2+2=4
   (b) How to add a watermark to a document in MS Word?   2
   (c) What is mail merge? Explain the three main components of mail merge.   1+3=4

2. Explain the following functions in MS Excel: 2×5=10
   (i)   if()   (ii) countif()
   (iii) counta()   (iv) round()
   (v) and()

UNIT–II

3. (a) What is MS PowerPoint? Explain the two ways to insert a slide in MS PowerPoint.   1+2=3
   (b) What is a slide master in MS PowerPoint? How do you open the slide master?   1+1=2
   (c) Briefly explain any five tabs in MS PowerPoint ribbon.   5

4. (a) Explain any two field properties in MS Access.   2
   (b) Explain the four database objects in MS Access.   8

II. Answer <u>any three</u> of the following questions.   5×3=15

5. Write the steps to create a mail merge letter in MS Word.

6. Explain the pmt() function in MS Excel.

7. Write the steps to create an action button on a slide in MS PowerPoint.

8. List and explain any five data types in MS Access.

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