

Roll No.

Total No. of Questions : 09]
(2054)

[Total Pages : 07

2403062

UG (CBCS) (First Year) Annual
EXAMINATION, 2024

B.Sc. COMPUTER SCIENCE

Office Automation Tools

COMP102TH

Time : 3 Hours]

[Maximum Marks : 50

The candidates shall limit their answer precisely within the answer-book (40 pages) issued to them and no supplementary/continuation sheet will be issued.

Note : Attempt *Five* questions in all, selecting *one* from each of the Sections B, C, D and E.
Section A is compulsory.

Section A

(Compulsory Section)

1. Attempt the following :

(i) MS word can be started by typing.....in the Run dialog box.

(a) ~~winword.exe~~

(b) word.exe

(c) msword.exe

(d) docx.exe

(ii) What is the range of Font Size available in Font Size drop down toolbar ?

(a) From 10 to Large 70

(b) ~~From 8 to Large 72~~

(c) From 5 to Large 75

(d) From 10 to Large 100

(iii) To apply centre alignment to a paragraph we can press :

- (a) Ctrl + S
- (b) Ctrl + C
- (c) Ctrl + C + A
- (d) Ctrl + E

(iv) A template stores :

- (a) Graphics text styles macros
- (b) Customized word command setting
- (c) Auto text entries
- (d) All of the above

(v) Which one of the following functions is used to count the number of non-blank cells from a range of cells ?

- (a) MIN
- (b) MAX
- (c) AVERAGE
- (d) COUNT

(vi) Which of the following is not a valid data type in Excel ?

- (a) Number
- (b) Character
- (c) Label
- (d) Date/Time

(vii) Getting data from a cell located in a different sheet is called :

- (a) Accessing
- (b) Referencing
- (c) Updating
- (d) Functioning

(viii) The file that consist of readymade styles that we can easily use for our presentation is known as :

- (a) Pre-formatting
- (b) Template

- (c) Wizard
 - (d) AutoStyle
- (ix) Which of these sections does a slide layout NOT have ?
- (a) Lists
 - (b) Animations
 - (c) Titles
 - (d) Charts
- (x) In which menu can you find features like Slide Design, Slide Layout etc. ?
- (a) Insert Menu
 - (b) Format Menu
 - (c) Tools Menu
 - (d) Slide Show Menu

Section B

2. Discuss the features and tools of Libre Office suite in detail.
3. Explain MS-Excel and Libre Office Calc.

Section C

4. Explain the features of MS-Word processor in detail.
5. Explain the various options available on the Menu bar of MS-Word.

Section D

6. How to create and use Macros in MS-Excel ?
7. What is the use of Charts in MS-Excel ?
Discuss various charts available in excel.

Section E

8. Explain custom animation and slide transition in MS-PowerPoint Presentation.
9. Explain formatting text and slides in MS-PowerPoint Presentation.