

S.NO. 107

BATCH: 99-2016

Reg. No.

END OF SEMESTER EXAMINATIONS, APRIL / MAY - 2019
PC SOFTWARE FOR OFFICE AUTOMATION
SUBJECT CODE: 08UACSC1

MAJOR: B.COM
TIME : 3 HOURS

SEMESTER : VI
MAX. MARKS: 75

SECTION - A (10 X 1 = 10)

Answer ALL the Questions:

1. Is a Microsoft Windows a(n) Operating system.
2. State where the recently deleted files are stored in?
3. What is the default font used in MS Word document?
4. Which is graphics solution for Word Processors?
5. How many sheets are there in Excel Workbook by default?
6. What is used to perform a calculation in a spreadsheet?
7. How the task of arranging data in order is called?
8. Which key uniquely identifies each record?
9. State which can be inserted on a slide.
10. How the Power Point view that displays only text (title and bullets) is called?

SECTION - B (5 X 4 = 20)

Answer any FIVE Questions:

11. Write short notes on:
i) Recycle bin. ii) Networking Neighbourhood.
12. How to merge files and folders?
13. What are Headers and Footers in Ms-Word?
14. Define E-mail. Write the steps for E-mailing documents.
15. What is worksheet?. How to enter data into the Worksheet?
16. Explain how tables are created and edited in access.
17. Describe different types of views available in Power Point.
18. How graphics is applied to the Slides in a Presentation?

SECTION - C (3 X 15 = 45)

Answer any THREE Questions:

19. Describe Menus and Dialog boxes in Windows.
20. Illustrate 'Mail Merge' with an example.
21. Bring out the procedure to create a chart from the data existing in an Excel file.
22. Explain the steps to create a report in MS-Access.
23. How to create an MS-Power Point Presentation?. Explain the process of inserting, deleting slides in it.
