

S. NO.: 123

BATCH: 99 - 2015

Reg. No.:

END OF SEMESTER EXAMINATIONS, APRIL / MAY - 2018

PC SOFTWARE FOR OFFICE AUTOMATION

SUBJECT CODE : 08UACSC1

MAJOR : B.COM

TIME : 3 HOURS

25

SEMESTER : VI

MAX. MARKS: 75

SECTION A - (10 X 1 = 10)

Answer All the Questions:

1. What is the use of Zoom bar?
2. Explain about Quick Access tool bar.
3. Distinguish between Cut and Copy option in MS Word.
4. What are Auto shapes?
5. Define Workbook.
6. Write a note on Font styles.
7. Define Table.
8. Define Query.
9. Define Presentation.
10. What is the use of tally?

SECTION B - (5 X 4 = 20)

Answer any FIVE Questions:

11. Write short notes on Recycle Bin.
12. Explain about Network neighbourhood.
13. How to format a text in MS Word? Explain.
14. Write short notes on editing in MS Word.
15. Briefly explain the functions in Excel.
16. What is print preview? Why it is needed?
17. Write a short notes on relationships between tables.
18. Write a short notes on Adding Graphics to a slide.

SECTION C - (3 X 15 = 45)

Answer any THREE Questions:

19. Explain the components of Window's 2000.
20. How to merge the mail in your Application? Explain with example.
21. Define Chart. Explain the different type of chart in MS Excel with example.
22. How to modifying a form in MS Access? Explain with example.
23. Explain how to insert and delete slides in a presentation?
