

<b>A-10183</b>
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<b>Sub. Code</b>
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<b>4BCAA1</b>
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**U.G. DEGREE EXAMINATION, APRIL 2021 &**

**Supplementary/Improvement/Arrear Examinations**

**Allied — OFFICE AUTOMATION**

**(Offered by the Department of BCA)**

**(CBCS – 2014 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all the** questions.

1. How to create a folder?
2. Give the steps to open calculator.
3. What happen when you press ctrl+x and ctrl+v?
4. Give the shortcut key for spell check and grammar.
5. How many sheets are active by default while open a worksheet?
6. Give the shortcut key to edit an cell in Ms-Excel.
7. Differentiate between F5 and shift+F5.
8. What action is performed when you press ctrl+m in Ms-Power Point?
9. Define database.
10. State the number of ways to create a database.

**Part B**

(5 × 5 = 25)

Answer **all** questions, choosing either (a) or (b).

11. (a) Give the steps to searching files and folder.

Or

- (b) State any five features of windows.

12. (a) State the steps involved to numbering a text.

Or

- (b) What is use of header and footer in Ms-Word?  
Explain with example.

13. (a) Give the steps involved for aligning the text in a cell.

Or

- (b) Discuss any five functions in Ms-Excel

14. (a) How to add audio and video in Ms-Power Point?

Or

- (b) What is the use of slide master in Ms-Power Point?

15. (a) Explain the procedure to open a new file in MS-Access.

Or

- (b) Discuss the concepts of reports in Ms-Access.

**Part C**

(3 × 10 = 30)

Answer any **three** questions.

16. Enumerate the procedure to installation of software and hardware.
17. Discuss the various steps for Mail merge.

18. Explain the procedure to create a chart in Ms-Excel.
  19. Narrate the options to print the presentation slides.
  20. How to create a table using design view in Ms-Access?  
Explain in detail.
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