

A-8991

Sub. Code

4BCAA1

U.G. DEGREE EXAMINATION, NOVEMBER 2019

Computer Applications

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** questions.

1. Write the usage of taskbar.
2. How to share information between computers?
3. What is the purpose of tabs and indents?
4. How to apply various text enhancements in word?
5. How to resize columns and rows in worksheet?
6. What is meant by column freezing?
7. How to insert a new slide in the powerpoint presentation?
8. What are the submenus in the edit menu?
9. How to start MS Access?
10. How to save the database?

Part B**(5 × 5 = 25)**Answer **all** questions.

11. (a) Discuss about the options in start menu.

Or

- (b) Explain about the menus in Wordpad.

12. (a) Discuss on the parts of word window.

Or

- (b) Write a note on paragraph and page formatting.

13. (a) Discuss briefly about the different views of worksheets.

Or

- (b) Explain on how to work with different chart types in excel.

14. (a) How to make slide show and discuss about the different views of slides.

Or

- (b) Explain on how to add graphics, sounds and movies to a slide.

15. (a) Write a note on database creation.

Or

- (b) How can you create a table by using table wizard?

Part C $(3 \times 10 = 30)$

Answer any **three** questions.

16. Give a detailed note on windows accessories.
 17. Write the different kinds of keyboard operations.
 18. Discuss on how to insert, remove and resize columns and rows in excel.
 19. Explain on how to insert, delete and copy the slides in powerpoint presentation.
 20. Write notes on the following :
 - (a) Query
 - (b) Form.
-