

F-1735

Sub. Code

7BCAA1

U.G. DEGREE EXAMINATION, APRIL 2019

Computer Application

Allied — OFFICE AUTOMATION

(Offered by the Department of B.C.A)

(CBCS – 2017 onwards)

Time : 3 Hours

Maximum : 75 Marks

Part A

(10 × 2 = 20)

Answer **all** questions.

1. What is MS WORD?
2. Define Footer.
3. How will you open a Word document?
4. What is a Template?
5. What are the features of Excel?
6. What is a Workbook?
7. How will you save a presentation?
8. Write down the views in Power Point.
9. Define Database.
10. What is the use of Form in Access?

Part B**(5 × 5 = 25)**

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

11. (a) Explain the features of Word.

Or

- (b) Write down the steps to copy and move a folder.

12. (a) Explain the text editing features available in Word.

Or

- (b) Explain the steps to create a table in Word.

13. (a) Explain the steps to enter and edit formula in Excel.

Or

- (b) Explain any Ten functions on Excel with example.

14. (a) Write down the steps to copy and delete a slide from a presentation.

Or

- (b) Explain the steps to add sound effect to a presentation.

15. (a) Explain the parts of a access window.

Or

- (b) Write down the steps to create a table using Table wizard.

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

Answer any **three** questions.

16. Write down the steps to perform Mail Merge in Word.
 17. Explain the step-by-step procedure for Mail merge feature in Word.
 18. Write down the steps to create a chart.
 19. Explain the steps to create an animated slide presentation.
 20. Explain the steps to create a Report.
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