F–2744	Sub. Code
	7BCEA1

U.G. DEGREE EXAMINATION, NOVMBER 2019

Computer Science

Allied — OFFICE AUTOMATION

(Offered by the Department of Computer Science)

(CBCS – 2017 onwards)

Time : 3 Hours   Maximum : 60 Marks

Part A $(10 \times 1\frac{1}{2} = 15)$

Answer **all** questions.

1.   Write the steps to print a Word document.

2.   Write the steps to replace the selected text.

3.   Write the steps to save a word document.

4.   Write the steps to create superscript and subscript in a word document.

5.   Write the steps to create a word art.

6.   What are the elements present in a drawing tool bar.

7.   Draw a Excel Work sheet with formula bar.

8.   Write the steps to name a range of cells in Excel sheet.

9.   Write the steps of Auto fill facillity in Excel cells.

10. Write the steps for delete rows and coloumns in Excel Sheet.

Part B $(5 \times 3 = 15)$

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

11. (a) What are the advantages of Word Processing?

Or

(b) Write the steps for Redo and undo activities in word.

12. (a) Write the steps to move to a specific page.

Or

(b) Write the steps for spell checking.

13. (a) How will you "insert and remove" "Rows and coloums" in a word table?

Or

(b) How will you insert a clip art in word screen?

14. (a) Write the steps to name a Excel worksheet.

Or

(b) Explain the formula manipulation in Excel worksheet.

15. (a) How you will copy the data using mouse?

Or

(b) How will you copy a single cell data to several cells?

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Part C (3 × 10 = 30)

Answer any **three** questions.

16. Describe the selecting and deleting text in a Word document.

17. Write the steps to insert the Header and footer in a document.

18. Describe the Mail Merge facility in Word.

19. How will you create a chart or graph in Excel Sheet?

20. Explain creating and printing reports in Access.

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