

<b>F-2750</b>
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<b>Sub. Code</b>
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<b>7BCAA1</b>
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**U.G. DEGREE EXAMINATION, NOVEMBER 2019**

**Computer Application**

**Allied — OFFICE AUTOMATION  
(Offered by the Department of BCA)**

**(CBCS – 2017 onwards)**

Time : 3 Hours

Maximum : 75 Marks

**Part A**

(10 × 2 = 20)

Answer **all** questions.

1. Mention the names of windows accessories.
2. What recycle bin?
3. Write the uses of spell check and thesaurus command.
4. What are the text enhancements facilities available in Ms-Word?
5. Draw the contents of formula bar of MS-Excel.
6. How will you resizing the columns and rows in MS-Excel?
7. What are the views available in MS-Power point?
8. How will you create notes and Handouts in power point software?
9. How will you run the sql statements in MS- Access?
10. Write the steps to create a form in MS-Access.

**Part B****(5 × 5 = 25)**

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

11. (a) How will you copying and moving files and folder from one drive to another?

Or

- (b) Explain the contents of control panel.

12. (a) How will you create a table in MS-Word?

Or

- (b) How will you create envelopes and mailing labels in MS-Word?

13. (a) How will you border the excel cells?

Or

- (b) Explain the steps of print a worksheet in Excel.

14. (a) Describe the procedure for slide show in Power Point.

Or

- (b) Explain the notes, Handouts of Power Point Presentation.

15. (a) What are the applications of MS-Access?

Or

- (b) Explain the procedure for prepare a report in MS-Access.

**Part C****(3 × 10 = 30)**

Answer any **three** questions.

16. Explain the features of MS Windows.
  17. Write the steps for Mail Merge facility of MS-Word.
  18. How function are used in the Excel-Work sheet? Explain.
  19. Explain about masters in MS-Power Point.
  20. Explain about the parts of an Access window and write the steps for Data base creation.
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