

F-5070

Sub. Code

7BCAA1

U.G. DEGREE EXAMINATION, APRIL 2021 &

Supplementary/Improvement/Arrear Examinations

Computer Applications

**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. What is a folder?
2. What is the use of Recycle bin?
3. How can you replace a text in a word document?
4. State the use of 'undo' command.
5. What is a Spreadsheet?
6. What do you mean by cell references in MS-Excel?
7. What is a Presentation?
8. What is Clip Art?
9. Define Database.
10. What is a table?

Part B

(5 × 5 = 25)

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

11. (a) Explain the features of Ms-Windows.

Or

- (b) Write a note on Character Map.

12. (a) Write the applications of MS-Word.

Or

- (b) How do you insert a picture in MS-Word?

13. (a) Explain any ten mathematical functions available in Excel.

Or

- (b) Explain the steps in preparing a Pie Chart in Ms-Excel.

14. (a) Explain the following in Ms-PowerPoint

(i) Template

(ii) Auto Content Wizard

Or

- (b) Write the steps for inserting different shapes in a power point.

15. (a) Explain the various parts of an Access Window.

Or

- (b) How do you save a database?

Part C

(3 × 10 = 30)

Answer any **three** questions.

16. Explain about Windows explorer.
 17. Describe the various steps to create the Mail Merge in a word document.
 18. How do you edit the text in MS-Excel? Explain the 'Sort' command in MS-Excel.
 19. Explain the uses of MS-Powerpoint.
 20. How do you create the table using Design view?
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