F–5185		Sub. Code
		7BCEA1

U.G. DEGREE EXAMINATION, NOVEMBER 2021

Computer Science

ALLIED–OFFICE AUTOMATION

(Offered By The Department of Computer Science)

(CBCS – 2017 onwards)

Time : 3 Hours   Maximum : 60 Marks

Part A   (10 × 1½ = 15)

Answer **all** questions.

1.   What do you mean by Office Automation?

2.   Write the steps to copy the content from one file and paste the same content in another file.

3.   Where will you use bullets and numbering?

4.   Define header and footer.

5.   How will you insert graphics in word document?

6.   How can you merge cells in a table?

7.   List out the advantages of Excel.

8.   How would you start Excel?

9.   What are the advantages of undo and redo options?

10.   What is the use of Form in Access?

Part B (5 × 3 = 15)

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

11. (a) What are the features of word processor?

Or

(b) What are the difference between moving and copying a text in a file?

12. (a) Explain text formatting in word processor.

Or

(b) How can you enhance a document in word processor?

13. (a) How can you insert, move and resize the picture in word?

Or

(b) Explain mail merge concept with an example.

14. (a) How many data formats are available in Excel? Name some of them.

Or

(b) Explain any five mathematical functions in Excel with example.

15. (a) How can you insert a cell, row and column in a worksheet?

Or

(b) Write the steps to create and print reports in access.

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Part C (3 × 10 = 30)

Answer any **three** questions.

16. List out the document editing functionalities in word processor.

17. Explain Text formatting in word document.

18. Explain mail merge and its features in detail.

19. Discuss the advantages of using a formula in excel.

20. How will you create and manipulate slides in power point?

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