

<b>F-6222</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 2021**

**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. Write a short note on MS-windows.
2. What is the use of paint?
3. What is wizard?
4. How do you insert a symbol in MS-word?
5. Differentiate spread sheet and worksheet.
6. How do you select the cell in MS-Excel?
7. What is a handout?
8. How do you delete a slide?
9. What is query?
10. Define form.

**Part B**

(5 × 5 = 25)

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

11. (a) How do you copy the files from one folder to another?

Or

- (b) How do you share information between computers?

12. (a) Explain the steps to insert a header and footer in a word document.

Or

- (b) Explain the steps to insert bullets and numbering in a word document.

13. (a) How do you insert a column in a worksheet?

Or

- (b) Explain the various types of text alignment in MS-Excel.

14. (a) Write a note on slide transition and custom animation.

Or

- (b) Explain the various types of views in powerpoint.

15. (a) Explain the steps to create the table in MS-access.

Or

- (b) Explain the uses of MS-Access.

**Part C**

(3 × 10 = 30)

Answer any **three** questions.

16. Explain about windows accessories.
  17. Explain the following commands in MS-word
    - (a) Cut and paste
    - (b) Find and replace
    - (c) Undo.
  18. How do you format the cell in MS-Excel? How do you apply various types of borders for the cells?
  19. Explain the steps to add graphics, sound and movies to a slide.
  20. How do you create a report in MS-Access? Explain.
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