

A-10182

Sub. Code

4BSOA2

**U.G. DEGREE EXAMINATION, APRIL 2021 &
Supplementary/Improvement/Arrear Examinations**

Software

Allied — OFFICE AUTOMATION

(CBCS – 2014 onwards)

Time : 3 Hours

Maximum : 75 Marks

Part A

(10 × 2 = 20)

Answer **all** questions.

1. Write the importance of find dialog box.
2. How to close a document?
3. What are the font style name in the formatting toolbar?
4. What is a header?
5. What are the keystrokes used instead of cursor movement in tables?
6. List out the features of Word Art.
7. Define Workbook.
8. What is a range?
9. How to undo action in Excel Worksheet?
10. Why we need print preview tool?

Part B

(5 × 5 = 25)

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

11. (a) How can you save a document? Explain.

Or

- (b) Where do you use cut, copy and paste options in your documents?

12. (a) What are the bullets and numbers in the toolbar?

Or

- (b) How to enhance your document by using page setup menu?

13. (a) Write the steps to create your time table.

Or

- (b) What are the tools in the drawing toolbar?

14. (a) Give short note on different ranges in a Excel Worksheet.

Or

- (b) What are the advantages of using a formula in excel? Explain.

15. (a) Explain how to insert and delete a cell in a worksheet.

Or

- (b) How can you set up print area of a worksheet? Explain.

Part C

(3 × 10 = 30)

Answer any **three** questions.

16. Explain the following :
 - (a) Replacing text
 - (b) Cursor movement.
 17. What are the options in font dialog box of MS.Word? Explain.
 18. Discuss the concept of mail merge with an example.
 19. Explain aligning and editing data in cells.
 20. What are the math functions used in MS.Excel worksheet? Explain.
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