

C 2303

B.A./B.Sc./B.Com (Three Year) DEGREE EXAMINATION, MARCH/APRIL 2017.

End Semester Examination

Second Semester

Computer Application

OFFICE AUTOMATION TOOLS

(Old Syllabus)

Time : 3 Hours

Max. Marks : 70

PART — A

Answer any FIVE of the following questions. **(5 × 4 = 20 Marks)**

1. What is internet explorer? Explain.
2. Write about graphics.
3. What are the options in standard toolbar?
4. How we can open and close presentation?
5. What is slide transition?
6. What is primary key? Give an example.
7. How can you display 3D Chart?
8. Explain about cross tab queries.

PART — B

Answer ALL the following questions. **(5 × 10 = 50 Marks)**

UNIT – I

9. (a) Describe various office equipment that help in document preparation and storage and retrieval.

Or

- (b) Explain about desktop, file and folder.

Turn Over

UNIT – II

10. (a) How many ways to create a table? Explain with examples.
Or
(b) What is macro? Write steps to create and run a macros.

UNIT – III

11. (a) Discuss how can we import images from outside world.
Or
(b) Write steps to create a text and chart slides.

UNIT – IV

12. (a) Discuss the advantages of work sheet?
Or
(b) Explain about “date and time” functions and Engineering function in Excel.

UNIT – V

13. (a) How can you enter and editing data in Tables?
Or
(b) What are the various types of relationships? Explain with example.
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