

C 2502

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

End Semester Examination

Second Semester

MICROSOFT OFFICE

(Old syllabus)

Time : 3 Hours

Max. Marks : 70

PART — A

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

1. What is office 365 web apps?
2. What is sky drive? Explain.
3. How can you check your E-mail?
4. Write steps to save your work in MS-Word.
5. Explain about Indents and tabs.
6. Describe about headers and footers and page numbers.
7. Write any five features of Excel.
8. What is formula? Write steps to enter data using formula.

PART — B

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

UNIT — I

9. (a) Write step by step procedure to create a microsoft account.
Or
(b) What are the benefits of office 365?

UNIT — II

10. (a) What are the ways to upload file to skydrive?
Or
(b) Write a procedure to create a document and sharing a document.

Turn Over

UNIT — III

11. (a) Explain about Ribbon in Word.
Or
(b) Write a procedure to print your work in MS-Word.

UNIT — IV

12. (a) What are the advantages of power point 2013?
Or
(b) Create a presentation using templates.

UNIT — V

13. (a) Describe about formatting text and numbers.
Or
(b) How to insert charts and graphs in Excel?
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