

C 4303

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

End Semester Examination

Fourth Semester

Part II : Computer Applications

OFFICE AUTOMATION TOOLS

(Common for B.A./B.Sc./B.Com. Computer Applications)

Time : 3 Hours

Max. Marks : 70

PART — A

Answer any FIVE of the following.

(5 × 4 = 20 Marks)

1. What is the difference between auto fill and custom fill?
2. How can you change row height and column width?
3. Create a table in MS-Access using design view.
4. How can you import table in to Access?
5. What is sorting? Write steps to sort by multiple columns.
6. What do you know about number formatting in Excel?
7. What is the use of what-if analysis?
8. How can you print a report?

PART — B

Answer ALL of the following questions.

(5 × 10 = 50 Marks)

UNIT – I

9. (a) What are the features of Excel?

Or

- (b) Write procedure to enter and edit formula in Excel.

Turn Over

UNIT – II

10. (a) What are the different formatting options in font dialog box?
Or
(b) What are the advantages of functions?

UNIT – III

11. (a) Write a procedure to find the subtotals in Excel.
Or
(b) What are the parts of chart? Explain with diagram.

UNIT – IV

12. (a) Write a brief notes on MS-Access. Also list the advantages of Access.
Or
(b) Describe the procedure to create a form.

UNIT – V

13. (a) What do you know about simple query wizard?
Or
(b) Describe about various types of relationships.
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