

C 2303

B.A./B.Sc./B.Com. (Three Year) DEGREE EXAMINATION, MARCH/APRIL 2018.

End Semester Examination

Second Semester

Computer Application

(Regular/Supplementary)

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 the need of office automation?
2. How can you close and open a document?
3. Differentiate between Grammer and Thesaurus.
4. What is header and footer?
5. Write steps to create slide show.
6. What is function wizard?
7. How can you modify form?
8. Write a procedure to delete and adding fields to a table.

PART — B

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

UNIT – I

9. (a) What do you know about desktop, Icon, folder and files?

Or

- (b) What are the features of windows?

Turn Over

UNIT – II

10. (a) Explain formatting of a document in MS-Word.

Or

(b) What is template? Explain different types of templates.

UNIT – III

11. (a) Differentiate between Templates and Wizard in power point.

Or

(b) Write a procedure to adding slides and deleting a slide and numbering a slide.

UNIT – IV

12. (a) Write a procedure to enter and edit text in Excel worksheet.

Or

(b) What is graphic? How can you drawing lines and shapes in Excel worksheet.

UNIT – V

13. (a) What are the different options available in database window?

Or

(b) Explain the concept of query handling operations in the database.
