

Roll No. 223112320007
Hau

Exam Code : D-22

Subject Code—58390

B.Sc. EXAMINATION

(Main/Reappear) (Batch 2018 Onwards)

(First Semester)

COMPUTER APPLICATIONS

CCaL-105

Office Automation Tools

Time : 3 Hours

Maximum Marks : 80

Note : Q. No. 1 is compulsory. Attempt any *four* questions selecting *one* question from each Unit. All questions carry equal marks.

1. Discuss in brief about the following terms : **2×8=16**

- (i) Macro
- (ii) Chart and Grah
- (iii) Operator in Excel

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- (iv) Adding Sound in PPT
- (v) Header and Footer
- (vi) Wizard and Templates
- (vii) PPT and PPS
- (viii) Data validation in Excel.

Unit I

- 2. How to Create Power Point Presentation ?
Explain in detail about Inserting, Deleting, Coping of Slides and Adding graphic, sound and movies to a slide. 16
- 3. What is outlook express ? Explain all features of outlook express with a suitable example. 16

Unit II

- 4. How to create table in MS-Word ? Explain all types of tables inserting options along with Merging, Splitting, Adding, Deleting Rows and Column in table. 16

5. Differentiate between page formatting and paragraph formatting. Explain Page Setup, Printing Preview, Page layout, Bullets and Numbering in MS-Word document. 16

Unit III

6. Create a table of at least 5 Columns and 10 Rows in MS-Excel. Apply and explain Data sorting and Filter Data and conditional formatting features of MS-Excel. 16
7. Explain the following features of MS-Excel 2007 : 16
- (a) Finding and Replacing Data
 - (b) Data Sorting
 - (c) Auto Filling
 - (d) Formate Border and Rotating Test.

Unit IV

8. What do you mean by Formula and Function in Excel ? Explain any *eight* functions with example. 16
9. Define Chart. Explain any *four* types of Charts in MS-Excel with example. 16