

Roll No.

Total No. of Questions : 9]
(1049)

[Total No. of Printed Pages : 4

UG (CBCS) Ist Year Annual Examination

2028

B.A. COMPUTER APPLICATION

(Office Automation Tools)

(Core)

(Common with B.Sc. Physical Science)

Paper : COMP 102 TH

Time : 3 Hours]

[Maximum Marks : 50

Note :- Attempt *five* questions in all. Part-A is compulsory.
Attempt *one* question each from Units-I, II, III and
IV.

Part-A

(Compulsory Questions)

1. Fill in the blanks :

- (i) Libre Office Suite is a type of software.
- (ii) MS-Word and are examples of Word Processor.

CH-628

(1)

Turn Over

- (iii) is an electronic worksheet program with which we can create graphs and worksheets for financial and other numeric data.
- (iv) MS-Office is an application software comprising mainly of four packages MS-Word, MS-Excel, and
- (v) bar appears at the bottom of MS-Word document window and provides information as current page, number of words in the document.
- (vi) bar displays the title of the document on which one is currently working in MS-Word.
- (vii) Each cell on the spreadsheet has a that is the column letter and row number.
- (viii) is the function in MS Excel that returns the highest number among all the numbers in the given cells.

(ix) is a set of colour palettes, fonts, special effects and attractive background that gives the presentation a professional look.

(x) The extension of the Excel file is

1×10=10

Part-B

(Unit-I)

2. (a) What are Open Source Softwares ? Explain in context with Libre Office Suite. 2,3

(b) Explain the main packages included in Libre Office Suite. 5

3. (a) What do you mean by MS-Office ?

(b) Explain in detail the main features of MS-Office. 5,5

Part-C

(Unit-II)

4. Explain the terms in reference with MS-Word :

(a) Header and Footer

(b) Line Spacing 5,5

5. Explain with the help of examples different ways/ methods through which tables can be drawn in MS-Word. 10

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Part-D

(Unit-III)

6. (a) How many types of charts and graphs are available in MS-Excel ? Explain.
- (b) Write down the steps to make a chart in Excel worksheet with the help of an example. 5,5
7. Explain the terms :
- (a) Macros
- (b) Pivot Table 5,5

Part-E

(Unit-IV)

8. (a) What are the main features of a Good Presentation ? Explain. 2
- (b) What is Animation ? How the objects in a PowerPoint slide may be animated ? Explain. 4,4
9. Explain the terms :
- (a) Transitions
- (b) Slide Master 5,5

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UG (CBCS) Ist Year Annual Examination

2729

B.A. COMPUTER APPLICATION

(Office Automation Tools)

(Core)

(Common with B.Sc. Physical Science)

Paper : COMP102 TH

Time : 3 Hours]

[Maximum Marks : 50

Note :- Attempt *five* questions in all, selecting *one* from each of the Sections B, C, D, and E. Section-A is compulsory.

Section-A

(Compulsory Question)

1. Fill in the blanks :

- (a) In addition to the Delete key, the key can be used to delete text.
- (b) The slide on which we give brief and main information of other slides is

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(1)

Turn Over

- (c) is the extension code of Libre Office Calc files. 3.
- (d) Short cut key for Find and Replace is 4.
- (e) Default page orientation in MS Word is 5.
- (f) On most computers, the default font size in Word is 6.
- (g) To save an existing document with a different file name, use 7.
- (h) is the blank space outside the printing area on a page. 8.
- (i) Scroll bar is used to move the content on screen. It is of types.
- (j) Ctrl + J is used for $1 \times 10 = 10$

Section-B

2. Write short notes on the following :

- (a) Libre Office Writer and its features
- (b) MS Excel and Libre Office Calc 5,5

3. What is a Word-processor ? Discuss any *two* Word-processor and their features. 10

Section-C

4. What is a Table ? How can you add more rows or columns to a table after creating it ? Discuss the different Table layouts. 10
5. (a) Briefly discuss different functions of the standard toolbar of MS Word.
- (b) Write a note on print preview. 5,5

Section-D

6. Describe the syntax, use and purpose of five built-in functions used in MS-Excel with examples. 10
7. Differentiate between Worksheets and Spreadsheets. Also, explain various components of Excel. 10

Section-E

8. Discuss terms of MS PowerPoint :
- (a) Slide Master
- (b) Shapes to a slide
- (c) Slides zoom in-out
- (d) Sidebars
- (e) Textboxes 10

9. Write a short note on Master Slides, Animations and Slide Transition.

10

Roll No.

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**UGC (CBCS) IIIrd Semester (New)
Examination**

585

**B.Sc. PHYSICAL SCIENCE
(PHYSICS, MATHS, COMPUTER SCIENCE)**

(Office Automation Tools)

(SEC)

BPHS 302

Time : 3 Hours]

[Maximum Marks : 70

*Note :- Attempt five questions in all, selecting one from each
Unit. Q. No. 1 is compulsory.*

Compulsory Question

1. (A) (a) What is the shortcut key of redo ?
- (i) Ctrl + Z
 - (ii) Ctrl + Y
 - (iii) Ctrl + R
 - (iv) Ctrl + H

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(1)

Turn Over

- (b) What is smallest and largest available font on formatting toolbar ?
- (i) Smallest 8 and Largest 70
 - (ii) Smallest 5 and Largest 72
 - (iii) Smallest 8 and Largest 72
 - (iv) Smallest 5 and Largest 70
- (c) What is the use of bookmarks ?
- (i) To correct the spellings
 - (ii) To jump to a specific location in the document
 - (iii) To ignore spelling mistakes
 - (iv) To save alignments as it is
- (d) Which is not a font style ?
- (i) Bold
 - (ii) Superscript
 - (iii) Italic
 - (iv) Regular

- (e) Landscape is
- (i) A Font Style
 - (ii) Paper Size
 - (iii) Page Layout
 - (iv) Page Orientation
- (f) Which of the following is not available on the Ruler of Word processor screen ?
- (i) Tab stop box
 - (ii) Left Indent
 - (iii) Right Indent
 - (iv) Center Indent
- (g) What is the short cut key for line break ?
- (i) Ctrl + Enter
 - (ii) Alt + Enter
 - (iii) Shift + Enter
 - (iv) Space + Enter

- (h) Which is not a type of margin ? (c)
- (i) Top
 - (ii) Left
 - (iii) Right
 - (iv) Center
- (i) Ctrl + H is short cut to :
- (i) Open Insert Dialog box activating Insert Hyper Link Tab
 - (ii) Open Find and Replace Dialog box with activating Go to Tab
 - (iii) Open Find and Replace Dialog box with activating Find Tab
 - (iv) Open Find and Replace Dialog box with activating Replace Tab
- (j) Superscript, subscript, outline, emboss, engrave are known as :
- (i) Text effects
 - (ii) Font effects
 - (iii) Word art
 - (iv) Clip art
- 1×10=10

- (B) (a) Which PowerPoint feature allows the user to create a simple presentation quickly ?
- (b) What do you mean by page orientation ?
- (c) Differentiate between Copy-Paste and Cut-Paste.
- (d) How can you freeze the rows in a spreadsheet ?
- (e) How can we print 2 pages on a paper sheet ? 2×5=10

Unit-I

2. What are the advantages of using Open/MS/Libre office software for automation ? 12½
3. Discuss various features of Open/MS/Libre office software. 12½

Unit-II

4. (a) Discuss various paragraph and page formatting features of a word processor. 6
- (b) Discuss the following proofreading features of a word document :
- (i) Spelling and Grammar
 - (ii) Autocorrect 6½

5. (a) How Header and Footer are applied to a document in a word processor ? 6
- (b) How do we apply page break and section break in a word processor ? What is the difference between both of them ? 6½

Unit-III

6. How charts can be created in a spreadsheet ? Discuss various types of charts in a spreadsheet and explain how the chart type can be changed ? 12½
7. (a) What are Macros ? How macros are created and run in a spreadsheet package ? 8
- (b) Differentiate between Paste and Paste Special in a spreadsheet. 4½

Unit-IV

8. (a) How are overhead transparencies speaker notes prepared in presentation software ? 6
- (b) Write the steps to add graphics and sounds in a presentation. 6½

9. (a) How can excel charts be added in a slide in a presentation ? 6
- (b) Explain the following in respect to a presentation software :
- (i) Normal View
 - (ii) Slide View
 - (iii) Slide Sorter View 6½