

B.Sc (Programme) THIRD SEMESTER EXAMINATIONS, 2021

Subject: Computer Science.

Course ID: 31510

Course Title: office automation tools

Full Marks: 25

Time: 1hr 15 min

The figures in the margin indicate full marks

Answer all the questions.

UNIT I

1. Answer *any five* of the following questions: (5×1=5)

- a) What is cell in excel?
- b) What is conditional formatting?
- c) What is pivot table?
- d) Definition of Mail merge in MS-Word.
- e) What is place holder in MS PowerPoint?
- f) Write difference between auto fill and auto filter.
- g) What is Animation?
- h) What is fill handle?

UNIT II

2. Answer *any two* of the following questions: (2×5=10)

- a) Short note about – i) Hyperlink II) Clip art
- b) Discuss the following terms in excel- i) chart ii) filter
- c) Discuss the following terms in PowerPoint- i) custom show ii) custom animation
- d) Discuss about different data types in excel. What is data sorting? 4+1=5

UNIT III

3. Answer *any one* of the following questions:

(1×10=10)

- a) Write the syntax of two statistical functions and two logical functions and explain with example.
- b) I) Write the steps to hide a column. II) Write the steps to add background picture in MS Power Point.

5+5=10
