

**B.Sc. Semester-III Examination, 2022-23****COMPUTER SCIENCE [Prgramme]**

Course ID : 31510

Course Code : SP/CSC/304/SEC-1

**Course Title : Office Automation Tools – Theory****OR****Multimedia and Applications – Theory**

Time : 1 Hour 15 Minutes

Full Marks : 25

*The figures in the right-hand margin indicate marks.**Candidates are required to give their answers in their own words as far as practicable.*Answer **all** the questions.**(Office Automation Tools – Theory)****UNIT-I**1. Answer any **five** of the following questions:

1×5=5

- What is slide sorter view in MS powerpoint.'
- What is conditional formatting?
- What is pivot table?
- Definition of Mail merge in MS Word.
- What is place holder in MS Powerpoint?
- Write difference between auto fill and auto filter.
- What is Animation?
- What is fill handle?

*[Turn Over]***UNIT-II**2. Answer any **two** of the following questions :

5×2=10

- Write any four chart types and write steps to create any one in Excel. 2+3
- Discuss the following terms:  $2\frac{1}{2}+2\frac{1}{2}$ 
  - Mail Merge
  - filter
- Discuss the following terms in Powerpoint:  $2\frac{1}{2}+2\frac{1}{2}$ 
  - custom show
  - custom animation
- Discuss about different data types in Excel. What is data sorting? 4+1

**UNIT-III**3. Answer any **one** of the following questions :

10×1=10

- Write the syntax and give examples of two statistical functions and two logical functions.
- Write the steps to hide a column.
  - Write the step to add background picture in MS Powerpoint.

**(Multimedia and Applications-Theory)**

**UNIT-I**

1. Answer any **five** of the following questions:

1×5=5

- a) What is animation?
- b) What is Bitmap?
- c) What is MMS?
- d) What is interactive multimedia?
- e) Write full form of PNG and GIF.
- f) Mention the major use of multimedia.
- g) Mention four image formats in multimedia.
- h) Difference between bitmap and vector image.

**UNIT-II**

2. Answer any **two** of the following questions :

5×2=10

- a) Difference between MIDI vs. Digital audio.
- b) Write about Morphing.
- c) Difference between digital and analog video.
- d) Describe about multimedia and hypermedia.

**UNIT-III**

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

10×1=10

- a) Describe 2D and 3D animation technique briefly.
- b) Describe about vector and Bitmap graphics.

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