

**23B02202**

B.Com. (CA) (Honours) (Three year) DEGREE EXAMINATION, MAY 2024.

End Semester Examination

Second Semester

Single Major

Course 4 : OFFICE AUTOMATION TOOLS

(Regular)

(w.e.f 2023-24)

*Time : 3 Hours*

*Max. Marks : 70*

**SECTION — A**

Answer any FIVE out of the following eight questions.

**(5 × 4 = 20 Marks)**

1. Explain how to select text, copy and move text in Ms-word.
2. Explain how to insert tables in document.
3. Explain how to insert Pictures in a Document.
4. Explain the process of Print a Document.
5. Write steps to edit data in Worksheet.
6. Explain how to print a chart.
7. Explain the use of Master slide.
8. Write steps to add and delete Slides.

**SECTION — B**

Answer ALL the following questions.

**(5 × 10 = 50 Marks)**

9. (a) What are the applications of Ms-word?

Or

- (b) What is Header and Footer? Explain the steps to create header and footer.

10. (a) What are the advanced features of Ms-Word?

Or

- (b) What is Mail Merge? Explain the stages involved in performing Mail- Merge?

Turn Over

11. (a) What are the advantages of spreadsheet?  
Or  
(b) Explain how to format worksheet.
12. (a) What are different types of charts in Excel?  
Or  
(b) Describe about View Menu.
13. (a) Describe the overview of Ms-Power point.  
Or  
(b) Discuss insert music or sound on slides and printing slides.
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