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AA—36—2019

FACULTY OF SCIENCE AND TECHNOLOGY

B.Sc. (CS) (First Year) (First Semester) EXAMINATION

OCTOBER/NOVEMBER, 2019

(CBCS/New Pattern)

COMPUTER SCIENCE

Elective—(A)

(Office Automation)

(Friday, 18-10-2019)

Time : 10.00 a.m. to 1.00 p.m.

Time—3 Hours

Maximum Marks—75

- N.B. :—*
- (i) All questions are compulsory.
 - (ii) Figures to the right indicate full marks.
 - (iii) Assume suitable data, if necessary.

1. Attempt any *five* of the following : 15
 - (a) Explain paragraph tab in MS-Word.
 - (b) Explain Header tool in MS-Word.
 - (c) Explain merging concept in MS-Excel.
 - (d) Explain Slide Transition in PowerPoint.
 - (e) Describe advantages of MS-Access.
 - (f) What is Report in MS-Access ?
 - (g) Explain advantages of slide-show in MS-PowerPoint.
2. Attempt any *three* of the following : 15
 - (a) Explain opening screen of MS-Word.
 - (b) Explain Insert menu in MS-Excel.

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- (c) Explain different formulae with example in MS-Excel.
- (d) Describe Mail Merge concept in MS-Word-2010.
- (e) Explain creating charts in MS-Excel.
3. Attempt any *three* of the following : 15
- (a) Explain steps for printing a MS-Word document.
- (b) Describe font-tab in MS-Word-2010.
- (c) Explain Editing options in MS-Word.
- (d) Explain different functions in MS-Excel.
- (e) Explain table tool in MS-Word.
4. Attempt any *three* of the following : 15
- (a) Explain opening screen of MS-PowerPoint.
- (b) Explain adding audio on PowerPoint slide.
- (c) Explain forms in MS-Access.
- (d) Explain custom animation effects.
- (e) Explain creating database in access.
5. Write short notes on any *three* of the following : 15
- (a) Footer tool in MS-Word
- (b) Styles tab in MS-Word
- (c) Disadvantages of MS-Access
- (d) Introduction to MS-Excel
- (e) Explain new presentation based on tamplate.