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SF—48—2022

FACULTY OF COMPUTER SCIENCE

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

MAY/JUNE, 2022

(CBCS/Revised Pattern)

COMPUTER SCIENCE

BCS-104 Ele

(Office Automation)

(Wednesday, 6-7-2022)

Time : 9.30 a.m. to 1.15 p.m.

Time— 3.45 Hours

Maximum Marks—75

N.B. :— (i) All questions are compulsory.

(ii) Figures to the right indicate full marks.

(iii) Assume suitable data, if required.

1. Attempt any *five* of the following (3 marks each) :

15

(a) Explain paragraph tab in MS-Word.

(b) Discuss Goal Seek in detail.

(c) How to apply slide transition in powerpoint.

(d) Explain cut, copy and paste option

(e) Discuss different steps to save file in MS-Word.

(f) How to apply formatting to the text in simple document.

(g) Explain print dialog box in MS-Word.

2. Attempt any *three* of the following (5 marks each) :

15

(a) What is table ? Explain how to create table in MS-word.

(b) Explain mail-merge option in detail.

P.T.O.

- (c) Discuss how to apply animation effects in MS-PowerPoint.
- (d) What is Worksheet ? How to create it in MS-Excel ?
- (e) Discuss opening screen of MS-Access.
3. Attempt any *three* of the following (5 marks each) : 15
- (a) How to apply audio and video on slides ?
- (b) Explain how to performing quaeries in MS-Access.
- (c) Explain creating charts in the MS-Excel.
- (d) Explain custom dictionary in MS-Word.
- (e) How to insert header and footer in MS-Word.
4. Attempt any *three* of the following (5 marks each) : 15
- (a) Explain insert menu from MS-Word.
- (b) How to apply data validation in MS-Excel.
- (c) Explain opening screen of powerPoint.
- (d) How to generate report in MS-Access.
- (e) What is Database ? How to create database in Access.
5. Write short notes on any *three* of the following (5 marks each) : 15
- (a) Creating slideshow in powerpoint
- (b) Inserting chart in the MS-Excel
- (c) Formation cells in MS Excel
- (d) Conditional Formatting
- (e) Style tab.