

Date:

Registration number:

ST. JOSEPH’S COLLEGE (AUTONOMOUS), BENGALURU-27

B.C.A - I SEMESTER

SEMESTER EXAMINATION: OCTOBER 2021

(Examination conducted in January-March 2022)

**CS OE2 - Office Automation**

Time- 2 hrs Max Marks-60

This question paper contains 2 printed pages and 2 parts

**Part A**

**Answer ALL 10 questions**

 **(10X2=20)**

1. Mention four features of word processors?
2. What are the menus available in Ms-Word?
3. What is a function in Excel? Mention any two?
4. Write down the short cut to perform following task in a MS- Word.

 a)To save a document

 b)To create a new document

1. Give the syntax for any two commands in MS-Excel

### What is PowerPoint? Why is it used?

### Which shortcut key is used to start and exit from the slideshow?

1. What is a slide shorter view and where you can get it?

### **Explain what is a spreadsheet?**

### **How do you freeze panes in Excel?**

**Part B**

**Answer any 8 questions**

 **(8X5=40)**

 11. Explain find and replace process in MS word document.

 12. Explain Insert Mode and Overtype mode.

 13. Write a note on Table handling in MS word.

14. Explain the steps to create Mail-merging.

15. Describe Various types of charts in MS-Excel.

16. Mention any five useful built in functions in excel. Write its syntax with example.

17. Explain pivot table along with their features.

18. Describe View in power point.

19. Explain features of power point.

20. How will you create presentation in power point