UNIVERSITY OF NORTH BENGAL

B.Sc. Programme 3rd Semester Examination, 2023

SEC1-P1-COMPUTER SCIENCE

OFFICE AUTOMATION TOOLS

Time Allotted: 2 Hours   Full Marks: 40

The figures in the margin indicate full marks.

GROUP-A

Answer any *five* questions   1×5 = 5

1. What does DOS stand for?
2. What is the use of Formula Bar in MS Excel?
3. What is Clip Art?
4. What is indent?
5. Which function is used to fetch current data in Excel?
6. Which option can be used to set custom timings for slides in a presentation?
7. What are handouts of a slide-show?
8. What is relative cell addressing in Excel?

GROUP-B

Answer any *three* questions   5×3 =15

9. Write short note on Slide Transition and Slide Animation.
10. How do you add a movie clip in your presentation slide?
11. Explain the steps to insert Header, Footer, and Page Number in MS Word.
12. What is mail merge? Explain the procedure of mail merging.
13. How will you print your document? Explain various printing related options available in Print Dialog Box.

GROUP-C

Answer any *two* questions   10×2 = 20

14. Explain the features, advantages and limitations of office automation.

15. What is use of Table? Explain various operations that can be performed on Table in MS Word.

16. Explain various functions of Slide Show view in MS PowerPoint.

17. Explain different features of MS ACCESS.

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