



# ADITYA DEGREE COLLEGES: ANDHRA PRADESH

## II SEMESTER-MID-I-EXAMINATIONS

Date:03-03-2025

Course: I BCA (MAJOR PAPER)

Max. Marks: 60 M

Time: 2hrs

### Subject: OFFICE AUTOMATION TOOLS

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I. Answer any FIVE from the following questions

5 x 4 = 20 M

1. Discuss about shortcut keys in Ms-word.
2. Explain about go to (F5) command in Ms-word.
3. Explain about finding and replacing text?
4. Explain about the Bullets and Numbering.
5. Write the difference between wizard and template?
6. Explain about to customize the Quick Access Tool Bar.
7. Discuss about formatting document in Ms-word.
8. Write about proofing text in Ms-word.

II. Answer all questions from the following.

4 x 10 = 40M

9. a) What is Ms-word? Write the features of Ms-word?

(OR)

b) Explain about Mail merge.

10. a) Discuss about Macros in Ms-word.

(OR)

b) Explain about the Advanced features in Ms-word.

11. a) Explain about the inserting picture and shapes, inserting equation and text box in Ms-word.

(OR)

b) Write about tables, inserting tables, Mathematical calculations on table data in Ms-word.

12. a) Explain about the page Formatting, Header and Footer in Ms-word?

(OR)

b) Write about Hyper links in Ms-word.