



Aditya Group of Degree Colleges

ADITYA DEGREE COLLEGES

* ANDHRA PRADESH *

II – SEMESTER **MID - I - EXAMINATIONS**

I B.COM – OFFICE AUTOMATION TOOLS (MAJOR)

Max. Marks: 60 M

Time: 2 Hours

Date:

SECTION – A

I. Answer any FIVE of the following Questions.

5 X 4 = 20 M

1. Explain Features of MS-Word?
2. Explain using Format Pictures?
3. Explain about Intents?
4. Difference between wizard and Template?
5. Explain about Bullets and Numbers?
6. Explain about Printing Documents?
7. Explain about formatting tables?
8. Explain about hyperlinks?

SECTION - B

II. Answer the following Questions.

4 X 10 = 40 M

9. a. Explain working with formatting Text?

(OR)

b. Explain about formatting Documents?

10. a. Explain MS Word Window Components? .

(OR)

b. Explain about Mail-Merge concept?

11. a. Explain Macros?

i) Creating Macro

ii) Purpose of Macro

iii) Using Macro

iv) Storing Macro

(OR)

b. Explain customized Quick Access Toolbar?

12. a. Explain about inserting pictures from computer, online pictures insert in 3D models?

(OR)

b. Explain about drop cats and shortcut keys?

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-SUBJECT NAME-

OFFICE AUTOMATION TOOLS (**MAJOR**)