



# Faculty of Science / Engineering

## End Semester Examination May 2025

### CA3EG01 Office Automation

<b>Programme</b>	<b>:</b>	BCA / BCA-MCA (Integrated)	<b>Branch/Specialisation</b>	<b>:</b>	-
<b>Duration</b>	<b>:</b>	3 hours	<b>Maximum Marks</b>	<b>:</b>	60

**Note:** All questions are compulsory. Internal choices, if any, are indicated. Assume suitable data if necessary. Notations and symbols have their usual meaning.

<b>Section 1 (Answer all question(s))</b>		<b>Marks</b>	<b>CO</b>	<b>BL</b>
<b>Q1.</b>	What is the primary function of the Recycle Bin in Windows?	1	1	1
	<input checked="" type="radio"/> Store deleted files temporarily <input type="radio"/> Back up important files <input type="radio"/> Permanently delete files <input type="radio"/> Restore system settings			
<b>Q2.</b>	How does the Control Panel help in managing system settings?	1	1	2
	<input type="radio"/> By displaying active processes <input type="radio"/> By storing deleted files <input checked="" type="radio"/> By allowing users to change hardware, user accounts, and network settings <input type="radio"/> By providing internet access			
<b>Q3.</b>	What is the purpose of a template in MS Word?	1	2	1
	<input checked="" type="radio"/> To create documents with a pre-designed format <input type="radio"/> To manage system settings <input type="radio"/> To store deleted files <input type="radio"/> To print documents			
<b>Q4.</b>	How can you format text quickly in MS Word?	1	2	3
	<input checked="" type="radio"/> Use the Format Painter tool <input type="radio"/> Delete the document and start over <input type="radio"/> Use the Recycle Bin <input type="radio"/> Restart the computer			
<b>Q5.</b>	What is the function of Mail Merge?	1	3	2
	<input checked="" type="radio"/> To create personalized bulk documents <input type="radio"/> To import images into a document <input type="radio"/> To merge multiple documents <input type="radio"/> To delete unwanted files			
<b>Q6.</b>	What feature in MS Word checks for spelling errors?	1	3	1
	<input checked="" type="radio"/> Spell Check <input type="radio"/> Mail Merge <input type="radio"/> Thesaurus <input type="radio"/> AutoText			
<b>Q7.</b>	What is the default file extension for an Excel workbook?	1	4	1
	<input checked="" type="radio"/> .docx <input type="radio"/> .pptx <input type="radio"/> .xlsx <input type="radio"/> .txt			
<b>Q8.</b>	How do you freeze the top row in Excel?	1	4	1
	<input checked="" type="radio"/> View > Freeze Panes > Freeze Top Row <input type="radio"/> Insert > Table <input type="radio"/> File > Save As <input type="radio"/> Home > Font			
<b>Q9.</b>	Which software is used for making presentations?	1	5	1
	<input type="radio"/> MS Word <input checked="" type="radio"/> MS PowerPoint <input type="radio"/> MS Excel <input type="radio"/> MS Access			

**Q10.** How can you insert a video in a PowerPoint slide?

1 5 3

- ☒ Insert > Video  
☐ View > Slide Sorter

- ☐ File > Save  
☐ Home > Font

**Section 2 (Answer all question(s))**

Marks CO BL

**Q11.** What is Windows OS? Mention any two features.

2 1 1

Rubric	Marks
What is Windows OS?	1
Mention any two features.	1

**Q12.** Explain the purpose of the Control Panel in Windows.

3 1 2

Rubric	Marks
Explain the Control Panel in Windows.	1
Purpose of the Control Panel.	2

**Q13. (a)** Demonstrate how to install and uninstall software in Windows.

5 1 3

Rubric	Marks
how to install software in Windows.	2.5
how to uninstall software in Windows.	2.5

(OR)

**(b)** Explain how to create and manage user accounts in Windows.

**Section 3 (Answer all question(s))**

Marks CO BL

**Q14.** List two uses of Word Processing software.

2 2 1

Rubric	Marks
List two uses of Word Processing software. 1 mark for each	2

**Q15.** Compare MS Office and OpenOffice.

3 2 2

Rubric	Marks
1 mark for each difference	3

**Q16. (a)** How can you apply text formatting and styles in MS Word? Explain with steps.

5 2 3

Rubric	Marks
How can you apply text formatting and styles in MS Word?	2
Explain with steps.	3

(OR)

**(b)** Describe the process of creating a document using a wizard.

Rubric	Marks
Describe the process of creating a document using a wizard	5

**Section 4 (Answer all question(s))**

Marks CO BL

**Q17.** Define Thesaurus in MS Word.

2 3 1

Rubric	Marks
Define Thesaurus in MS Word.	2

**Q18.** Explain the purpose of Headers and Footers in a document.

4 3 2

Rubric	Marks
Explain the purpose of Headers.	2
Explain the purpose Footers in a document.	2

**Q19. (a)** What is the significance of tables in Word?

4 3 2

Rubric	Marks
What is the tables in Word?	2
What is the significance of tables in Word?	2

(OR)

**(b)** How do you insert page numbers and symbols in a document? Explain.

Rubric	Marks
How do you insert page numbers and symbols in a document?	2
Explain with steps	2

**Section 5 (Answer all question(s))**

Marks CO BL

**Q20.** What are different chart types available in MS Excel?

4 4 2

Rubric	Marks
What are different chart types available in MS Excel? 1 mark for each chart type	4

**Q21. (a)** Describe how to create and use formulas in Excel.

6 4 3

Rubric	Marks
Describe how to create and use formulas in Excel. 1 mark for every steps with example	6

(OR)

**(b)** Demonstrate how to freeze columns and rows in Excel.

Rubric	Marks
Demonstrate how to freeze columns and rows in Excel.	2
step by step explanation	4

**Section 6 (Answer all question(s))**

Marks CO BL

**Q22.** What are the advantages of using primary keys in MS Access?

3 5 2

Rubric	Marks
What are primary keys in MS Access?	1
What are the advantages of using primary keys in MS Access?	2

**Q23. (a)** How do you insert images, sounds, and videos in a PowerPoint slide?

7 5 3

Rubric	Marks
How do you insert image?	2
How do you insert sounds?	2
How do you insert and videos in a PowerPoint slide?	3

**(OR)**

**(b)** Describe the steps for creating a table in MS Access using the Design View.

Rubric	Marks
Describe the steps for creating a table in MS Access using the Design View.	7

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