

# Faculty of Science / Engineering

## End Semester Examination May 2025

### CA3EG01 Office Automation

<b>Programme</b>	: BCA / BCA-MCA (Integrated)	<b>Branch/Specialisation</b>	: -
<b>Duration</b>	: 3 hours	<b>Maximum Marks</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 CO 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
- File > Save
- View > Slide Sorter
- 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

<b>Rubric</b>	<b>Marks</b>
Define Thesaurus in MS Word.	2

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

4 3 2

<b>Rubric</b>	<b>Marks</b>
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

<b>Rubric</b>	<b>Marks</b>
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.

<b>Rubric</b>	<b>Marks</b>
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

<b>Rubric</b>	<b>Marks</b>
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

<b>Rubric</b>	<b>Marks</b>
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.

<b>Rubric</b>	<b>Marks</b>
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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