MAHENDRA ARTS & SCIENCE COLLEGE
(AUTONOMOUS)
Affiliated to Periyar University
B.Sc./BCA – END SEMESTER EXAMINATIONS
Nov/Dec- 2020
Fifth Semester

M16UCSS01/M16UCAS01 – SBEC - I - OFFICE AUTOMATION
(B.Sc. Computer Science / BCA)
(Regulations – 2016)

Time:	3.00 Hrs		Maximum :	75 Marks

PART – A   (ANSWER ALL THE QUESTIONS)   (10 * 2 =20 Marks)

1. What is the difference between Save and Save as option in file menu?
2. How to check spelling?
3. Define footer.
4. Comment on print preview.
5. List the features of Excel.
6. Define the term database.
7. Mention the need of chart.
8. What is the role of enhancing chart?
9. Define the term multimedia.
10. List the benefits of power point.

PART – B   (ANSWER ALL THE QUESTIONS)   (5 * 5 =25 Marks)

11. **a)** Discuss about various editing operation in Ms-Word.   **(OR)**
     b) Explain the find and replace feature in Ms-Word.
12. **a)** Write down the steps involved in page setup.   **(OR)**
     b) How to create a table in Ms-Word? Explain.
13. **a)** Discuss about working with formulas in Excel.   **(OR)**
     b) What is the function of toolbar? Explain.
14. **a)** List and explain the chart types.   **(OR)**
     b) How to add header and footer in chart? Explain.
15. **a)** Explain the features of power point.   **(OR)**
     b) How to create an animation? Explain.

PART – C   (ANSWER ANY THREE QUESTIONS)   (3 * 10 =30 Marks)

16. Describe the text formatting concept in Ms-Word.
17. Explain the steps involved in creating a mail merge option in Ms-Word.
18. How chart are useful? Compare any three chart types available in Excel.
19. Write down the steps to formatting chart.
20. How does slide master work in power point? Explain.

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