

**ADIKAVI NANNAYA UNIVERSITY  
RAJAHMUNDY**

**CBCS/Semester System  
(w.e.f. 2015-16 Admitted Batch)**

**B.A. / B.Com. (Computer Applications)**

**II Semester  
Model Question Paper**

**OFFICE AUTOMATION TOOL**

Time: 3 Hours

Max. Marks: 75

**SECTION- A**

Answer any Five Questions

5 x 5 = 25

1. Explain windows explorer and recyclebin
2. Explain header and footers in MS-Word
3. What are the different types of templates in Ms-Word? Explain
4. What are the different views of MS-Power point? Explain
5. Explain the formatting features of MS-Excel
6. Explain the sort feature of MS-Excel.
7. Explain Primary key in MS-Access.
8. Explain the features of MS-Outlook.

**SECTION- B**

Answer All the Questions

5 x 10 = 50

9. a) Explain the features of windows  
(Or)  
b) Explain the definition and need for office automation.
10. a) Explain table feature of MS-Word  
(Or)  
b) Explain the mail merge feature in MS-Word.
11. a) Explain the steps to create a power point presentation  
(Or)

b) How to insert, duplicate, copy, delete and move the slides in power point? Explain

12. a) Explain the various built-in functions available in MS-Excel.

(Or)

b) Explain the charts feature of MS-Excel.

13. a) What is a query? Explain the steps to create a Query in MS-Access.

(Or)

b) What is a report? Explain the steps to create a report in MS-Access.