OECS – 101

I Semester All UG Courses Examination, May/June 2022
(NEP)
COMPUTER SCIENCE (Open Elective)
OEC-1 : Office Automation

Time : 2½ Hours

Max. Marks : 60

Instruction : Answer **all** the Sections.

SECTION – A

I. Answer **any 6** questions, **each** question carries **2** marks.   (6×2=12)

   1) What is icons ?

   2) What is desktop ?

   3) What is computer virus ?

   4) What is MS-Word ?

   5) What is merging cells in MS-Word ?

   6) What is cell in MS-Excel ?

   7) List any two features of MS-Excel.

   8) List different types of slide show mode in PowerPoint.

   9) How to add picture in PowerPoint ?

SECTION – B

II. Answer **any 4** questions, **each** question carries **6** Marks.   (4×6=24)

   10) Explain features of Microsoft Windows.

   11) Write a note on formatting text in MS-Word.

   12) Write a note on different types of alignment in MS-Word.

   13) Explain any three built-in functions in Microsoft Excel ?

   14) Explain different types of charts in MS-Excel.

   15) Explain the various features of PowerPoint.

P.T.O.

SECTION – C

III. Answer **any 3** questions, **each** question carries **8** Marks. (3×8=24)

16) Write a note on : (4+4)

   i) Email

   ii) Windows application.

17) Explain the following concepts in MS-Word. (4+4)

   i) Open and Close

   ii) Find and Replace.

18) a) Explain the features of MS-Word. 4

   b) Write a note on creating table in MS-Word. 4

19) Explain the following concepts in MS-Excel. 8

   i) Cut

   ii) Copy

   iii) Paste

   iv) Save.

20) Explain how to create a presentation in MS-PowerPoint. 8