

OECS - 101

I Semester All UG Courses Examination, May/June 2022 (NEP) COMPUTER SCIENCE (Open Elective)

OEC-1 : Office Automation

Time : 21/2 Hours

Max. Marks : 60

Instruction : Answer all the Sections.

SECTION - A

I. Answer any 6 questions, each question carries 2 marks.

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.

(6×2=12)

OECS - 101 SECTION - C III. Answer any 3 questions, each question carries 8 Marks. $(3 \times 8 = 24)$ 16) Write a note on : (4+4)i) Email ii) Windows application. (4+4) 17) Explain the following concepts in MS-Word. 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 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

Answer any Littlestrons, each question cames 6 Marks

Explain realities of Microsoft Mindows.

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(2) Write a lict in cu. Jufferent type chi alignment in MS-Ward

13) Explanately three hullblin functions to Microsoft Exc. -

14) E.m.n. different types or marks miLIS-Excert

18) Explain 1 - Litto 1 - PowerPoinc