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BSCCSO 284

**Choice Based Credit System Fourth Semester B.Sc. Degree
Examination, September 2022
(2020-21 Batch Onwards)
COMPUTER SCIENCE
(Open Elective) E1 : Office Automation Tools**

Time : 2 Hours

Max. Marks : 40

Note : Answer **any five** questions from Part – A and **any five** questions from Part – B.

PART – A

- I. a) What is MS-word ? **(5×2=10)**
b) What is the use of Windows Explorer ?
c) Define operating system.
d) What is the purpose of search option in Windows ?
e) Differentiate copy paste and cut paste in MS-word.
f) What is work sheet in MS-excel ?
g) List the various views in MS PowerPoint ?
h) What are filters in MS-excel ?

PART – B

- II. Answer **any five** of the following questions : **(5×6=30)**
- 1) Explain the features of windows.
 - 2) Briefly explain the structure of windows.
 - 3) Explain the steps to create a table in MS-word.
 - 4) Explain steps to make mail-merge in MS-word.
 - 5) Explain the steps to create slide show in PowerPoint Presentation.
 - 6) Explain the mathematical functions in MS-Excel.
 - 7) Explain the step-by-step procedure to create the chart in MS-Excel.
 - 8) How to add Transition in MS PowerPoint ? Explain.
 - 9) Briefly explain the pivot table creation in MS-Excel.
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