

AS/205)

716/MH

Total No. of sheet used : 01 **Total No. of Questions:** 09
Subject : MS-Office Automation Tools
Class : B.A./B.Sc. (Computer Science) 2nd Semester
Paper : BAP-103
Title of Paper : MS-Office Automation Tools
Maximum Marks: 45 **Time Allowed :** 3 Hours

Note: Candidates are required to attempt two questions each from sections A and B of the question paper and the entire section C.
 Use of non-programmable scientific calculator is allowed.

SECTION A

- Q1. What are the various components of MS-Office? Discuss in detail. What are Office Characteristics? 09
- Q2. What do you mean by mail merge? What are advantages of using mail merge? Discuss the steps in sequence to perform mail merge. 09
- Q3. What are the various tools available in PowerPoint menu? Briefly discuss the purpose of each. 09
- Q4. What is slide transition? How can you choose and apply the transition to a slide? How the time intervals can be set between different slides of the slide show? 09

SECTION B

- Q5. a) Define and distinguish between work sheet and work book in Excel? 4.5
 b) What do you mean by Cell, Cell Pointer and Cell Address? 4.5
- Q6. Discuss various statistical functions used in MS Excel. 09
- Q7. What are the facilities available in MS-ACCESS? What is the difference between database and tables in Access? Also write the steps to create a table in MS-ACCESS. 09
- Q8. What are the different types of reports available in MS-ACCESS? Explain. What are the advantages and disadvantages of creating a report without using a report wizard? 09
- Q9. a) What is 'find and replace' option? How is it used in Word? 1.5
 b) What is meant by text alignment? 1.5
 c) Differentiate between template and Wizard. 1.5
 d) Differentiate between absolute and relative cell addressing? 1.5
 e) How to format the numbers in a worksheet? 1.5
 f) What is the purpose of undo and redo operations? 1.5