

S2-641

B.A. DEGREE EXAMINATION – APRIL/MAY 2018.

SECOND SEMESTER

Computer Applications

Part II

(Old Regulations)

Paper : II — OFFICE AUTOMATIONS TOOLS

(Common Paper for B.A./B.Sc./B.Com. (CA))

Time : 3 Hours

Max. Marks : 75

SECTION – A

Answer any FIVE of the following. (5 × 5 = 25 marks)

Each question carries 5 marks.

1. What is windows Desktop? Write advantages of the Desktop.
2. Write the procedure to locate a file using my computer.
3. How to open, save and close the document in MS-Word.
4. Explain about the Auto format in ms- word.
5. Explain about power point and its features.
6. What are the advantages of the power point?
7. Explain the different types of charts.
8. Explain about Auto format in Excel
9. How to modify the data in a table.
10. Explain various features of MS-Access.

SECTION – B

Answer the following questions. (5 × 10= 50 marks)

UNIT – I

11. (a) Explain completely about the windows.

Or

- (b) What is office Automation? Explain its need.

Turn Over

UNIT – II

12. (a) Explain various parts in word window.

Or

- (b) Explain mail merge.

UNIT – III

13. (a) Explain various parts of power point Window.

Or

- (b) Explain about slide Transition in Power point.

UNIT – IV

14. (a) Explain the features of Excel.

Or

- (b) Explain various functions in Excel.

UNIT – V

15. (a) Explain various components of MS Access.

Or

- (b) How to create a form using Wizard?
