Sl. No. of Ques. Paper : **7193**   **J**

Unique Paper Code   : **62343318**

Name of Paper   : **Office Automation Tools**

Name of Course   : **B.A. (Prog.) Computer Applications :
SEC**

Semester   : **III**

Duration   : **2 hours**

Maximum Marks   : **25**

Section A is compulsory.

*Attempt any **three** questions from Section B.*

Parts of a question must be answered together.

SECTION A   Marks : 10

1. (a) What are the two types of Page Orientations available in any Word Processing Software?

   (b) Which among the following is **not** a valid font style in any Word Processing Software?

      (i) Bold   (ii) Italic

      (iii) Regular   (iv) Subscript

   (c) Which among the following is **not** a valid datatype in Spreadsheet?

      (i) Number   (ii) Character

      (iii) Label   (iv) Date/Time

P.T.O

(d) How are data organized in Spreadsheets?

    (i) Lines and Spaces

    (ii) Layers and Planes

    (iii) Rows and Columns

    (iv) Height and Width

(e) In Spreadsheet, the shortcut Ctrl + Home takes you to :

    (i) Beginning of Page   (ii) Cell A1

    (iii) Beginning of Row   (iv) Cell 1A

(f) What cell in the same row comes after cell Z1?

    (i) AA1   (ii) ZA1

    (iii) Z2   (iv) A2

(g) What is the term given to intersection of a row and a column in Spreadsheet?

(h) Which function in Spreadsheet is used to find the number of numeric entries in a selection?

(i) Which of the following functions is used to find largest element?

    (i) MAXIMUM(A1 : A3)

    (ii) MAX(A1 : A3)

    (iii) LARGEST(A1 : A3)

    (iv) HIGHEST(A1 : A3)?

(j) What are Superscript, Subscript, strikethrough called?

SECTION B

2. What is Mail Merge? Explain in detail all the steps required to perform mail merge in any Word Processing Software.   5

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3. (a) Explain two ways of creating a table having 3 rows and 2 columns in any Word Processing Software.

   (b) What are the different types of alignments in any Word Processing Software.   5

4. (a) What is a Cell in context of Spreadsheets? Explain the various ways of addressing a cell giving example of each.

   (b) What is advantage of using Pivot Table giving example? 5

5. Explain the following functions :

   (a) IF

   (b) AVERAGE

   (c) COUNTIF

   (d) SUM   5

   (e) VLOOKUP

6. Consider this Spreadsheet to answer the following :

	A	B	C	D	E	F	G
1	Roll No.	Name	Marks1	Marks2	Sum	Percentage	Result
2	1	A	34	23			
3	2	B	23	45			
4	3	C	56	43			
5	4	D	78	56			
6	5	E	49	44			

Write the formula/function to :

(a) Calculate percentage in cell F2 (Marks are out of 100)

(b) Calculate result in cell G2, if pass criteria is 50%

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(c) Find result of student whose Roll No. is 4

(d) Write both formula and function to calculate sum of ma
1 and marks 2.