

Unique Paper Code : 62343318\_OC  
Name of Course : B. A. (Prog.) Skill Enhancement Courses (SEC-I)  
(Old Course)  
Name of the Paper : Office Automation Tools  
Semester : III  
Year of Admission : 2015-2018

**Duration: 3 Hours**

**Maximum Marks: 75**

Attempt any **four** questions.

All questions carry equal marks.

1. Differentiate between COUNTIF () and COUNT () functions in a spreadsheet giving suitable examples of their usage.

Month	Magazine	New Customers
January	Accounting weekly	10
February	CPA Journal	12
January	Financial times	14
March	Accounting weekly	10

Consider the above table; write the steps to insert a pivot table to calculate the total number of **New Customers**, for every month. The pivot table should appear as follows:

Month	New Customers
January	
February	
March	

2. Mr. X is the HR Head in an organization and he has to send personalized interview letters to 500 candidates. The letter should have Name of Candidate, Address, Phone Number and E-mail id, followed by the content of the letter, informing them about the interview to be held on 15 December 2021 at 10:00 am. What feature of word processing software will you propose? Write in detail the steps required for performing the above-mentioned job.

How many files and what type of files are required?

Explain how this method is better than the manual way of sending individual letters to the candidates.

3. Write the functions for the operations (a) –(e) based on the spreadsheet given below along with the relevant cell addresses:

	A	B	C	D	E	F	G
1	Roll No.	Name	Hindi	Maths	Science	Total(300)	Percentage
2	CA1	A	99	98	90		
3	CA2	B	96	92	87		
4	CA3	C	90	88	80		
5	CA4	D	98	100	93		
6	<b>Average</b>		***	???	!!!		
7	<b>MAX</b>						

- To calculate Total marks as sum of Hindi, Maths, Science for each student and display them in Column F
- Using total marks out of 300 computed in part (a), calculate percentage of each student and display them in column G
- To calculate Average marks obtained in each subject, Hindi, Maths, science to be stored at locations in row 6, marked \*\*\*, ???, and !!! respectively.
- To calculate Maximum marks of Hindi, Maths, Science and display them in Row 7
- To display the count of students having Total > 280

What parameters are passed in *VLOOKUP* () function in a spreadsheet? Write *VLOOKUP* formula for accessing the Science marks of the student with Roll No. “CA2“ given in the above spreadsheet.

4. Write three important features of thunderbird.

What do you understand by spam mail in Microsoft Outlook?

Differentiate between function and formula in the context of spreadsheets. Write both function and formula to find the sum of values present in the cells A1, B1, and

C1. Also, write a formula that finds the maximum of the values in the cells A1, B1, and C1 and store it in cell D1.

5. Mr. X has made a report using a word processor, but he is unable to perform the following task. You need to help him by writing the steps for the following text formatting options:
- i. Numbering list
  - ii. Superscript
  - iii. Alignment
  - iv. Spelling and Grammar

How can we insert headers and footers in a document?

6. Spreadsheets are made of cells. How do you refer to a cell in a spreadsheet and what are the various referencing modes available? Explain in detail giving suitable examples. Which referencing mode is useful when we need to copy the formula from one cell to another?

What is the importance of charts? List three charts available. Write the steps to create a Line Chart for the following data stored in cells A1 to B5.

	A	B
1	Name	Marks
2	A	86
3	B	75
4	C	80
5	D	93
6	E	90