Sl. No. of Ques. Paper : **146**

I

Unique Paper Code : **42343306**

Name of Paper : **Office Automation Tools**

Name of Course : **B.Sc (Prog.) / B.Sc. Math. Sc. : SEC**

Semester : **III**

Duration : **2 hours**

Maximum Marks : **25**

(Write your Roll No. on the top immediately
on receipt of this question paper.)

Section A consists of 10 questions of 1 mark each (MCQ).
All questions are compulsory. In Section B
answer any three questions.

SECTION A

1. (a) Which feature allows you to see how next slide appears after the previous one in Powerpoint presentation?

   (i) Slide Show

   (ii) Slide Transition

   (iii) Slide Animation

   (iv) Slide View

   (b) Which representation is **not** available to represent negative numbers in Binary arithmetic?

   (i) 1's complement

P. T. O.

(ii) 2's complement

(iii) 3's complement

(iv) Signed Magnitude

(c) $(1011)_2$ is a number in base:

    (i) 2

    (ii) 8

    (iii) 10

    (iv) 16

(d) Which font is **not** a valid font in Word?

    (i) Calibri

    (ii) Arial

    (iii) Comic Sans

    (iv) Vfont

(e) Which type of charts are **not** available in MS Excel?

    (i) Bar Chart

    (ii) Histogram

    (iii) Pie Chart

    (iv) Line Chart.

(f) Ctrl+Home takes you to:

    (i) Beginning of page

    (ii) Cell A1

    (iii) Cell 1A

    (iv) Beginning of row.

(g) Short cut key for inserting a new slide is:

   (i)   Ctrl+M

   (ii) Ctrl+N

   (iii) Ctrl+S

   (iv) Ctrl+P

(h) Which button allows you to add merge fields in Word documents?

   (i)   Merge to PDF

   (ii) Insert Merge Field

   (iii) Preview Results

   (iv) Finish and Merge.

(i) Which function is **not** available in Spreadsheet?

   (i)   IF

   (ii) SumIF

   (iii) CountIF

   (iv) ListIF

(j) Cell after Z1 in the same row is:

   (i)   Z2

   (ii) AA1

   (iii) ZA1

   (iv) Z11

SECTION B

2. (a) What are the various alignments available in Word?   2

(b) What feature would you use to write x^2 in Word?

1

(c) Write 2 ways to create a table in Word.

2

3. (a) Write statement in Excel using IF function to find larger of 3 numbers A, B and C.

2

(b) What is Pivot Table in Excel?

1

(c) How do you embed an Excel Worksheet in a Word file?

2

4. (a) What is use of Powerpoint presentation?

1

(b) Differentiate between animation and transition.

2

(c) What are various views available in Powerpoint?

2

5. (a) Write hexadecimal equivalent of 26.

1

(b) Add $(11101)_2$ and $(100111)_2$.

2

(c) Convert $(56 \cdot 2)_{10}$ to $(?)_2$

2

6. (a) What are header and footer in Word?

(b) Give the use of Count function in Excel.

1

(c) What do you mean by slideshow?

1

(d) Subtract 5 from 10 using 1's complement in 8 bits.

2