

Unique Paper Code : 42343306-OC
Name of the Course : B.Sc. (Prog.)/B.Sc. Mathematical Sciences
Name of the Paper : Office Automation Tools (SEC)
Semester : III
Year of Admission : Admissions of 2015 -2018

Duration of Examination: 3 Hours

Maximum Marks: 75

Attempt any **four** questions.
All questions carry equal marks.

1. The worksheet given below contains first name, last name, age, D.O.B. and segment column. Show all the steps performed for determining the value of age segment column using VLOOKUP function. Also explain the functionality of VLOOKUP function and briefly describe all the parameters it takes.

	A	B	C	D	E	F	G	H	I
1	First Name	Last Name	DOB	Age	Segment			Age	Label
2	Smith	Jone	23/2/1976	67				19	Young
3	Jones	Marry	8/6/1788	88				45	Mature
4	Rafel	Wadera	15/01/1959	90				90	Senior
5	Harry	Potter	27/09/1991	45					
6	Jim	Mathew	18/05/1968	37					
7	Trek	Lim	5/3/1990	19					

If you add either new rows or new columns to the pivot table source data, the pivot table is not updated even when you click on 'refresh data'. Why and what is the solution? Is it possible to make pivot table from multiple data sources?

2. Explain the layout components of PowerPoint. What is the purpose of having ribbons and explain the steps to customize or adding your own commands to the ribbon with the help of an example? How can a user add speaker notes to the slides? Also explain the functions of Auto content Wizard and Template.
3. You are a manager of ABC Ltd. and you want to send a newsletter to all the employees of your organization, in order to accomplish this task which option of MS Word will you use to merge the employees contact information stored in the excel file with word document? Explain the entire process by giving steps followed in sequence. Also write the steps to add a graphic or logo to my labels in MS Word?
4. Explain the steps to create a 10x10 multiplication table in a spreadsheet as shown below. The cells inside the table should contain only formulas and not numbers. Generate the table

with only one formula that you can drag to fill rest of the table. Can we use relative addressing or absolute addressing in this case? If not which addressing can be used and why? Explain different types of addressing supported by excel with suitable example.

	A	B	C	D	E	F	G	H	I	J
1	1	2	3	4	5	6	7	8	9	10
2	2	4	6	8	5	12	14	16	18	20
3	3	6	9	12	10	18	21	24	27	30
4	4	8	12	16	15	24	28	32	36	40
5	5	10	15	20	20	30	35	40	45	50
6	6	12	18	24	25	36	42	48	54	60
7	7	14	21	28	30	42	49	56	63	70
8	8	16	24	32	35	48	56	64	72	80
9	9	18	27	36	40	54	63	72	81	90
10	10	20	30	40	45	60	70	80	90	100

5. Explain the components of a computer system with the help of logical diagram? Explain different types of Memory. What are the advantages of cache memory? Explain in detail the technological developments in each generation of computers?
6. Explain the term Macro used in MS-Word? What are its features? Write steps to create a Macro in a document and also the steps to record it? How many ways are there in MS Word to view the document? Explain these in detail.