

Roll No.

Total No. of Questions : 09]
(2035)

[Total Pages : 08

2501055

**UG (CBCS) (First Year) Annual
EXAMINATION, 2025**

B. Sc. COMPUTER SCIENCE

COMP102 TH

Office Automation Tools

Time : 3 Hours]

[Maximum Marks : 50

The candidates shall limit their answer precisely within the answer-book (40 pages) issued to them and no supplementary/continuation sheet will be issued.

Note : Attempt *Five* questions in all. Q. No. 1 (Part A) is compulsory. Attempt *four* more questions from Part B, selecting *one* question from each Unit. All questions carry equal marks.

Part A

(Compulsory Questions)

1. Attempt all parts. Answer the following MCQ's by selecting the most appropriate option :

10×1=10

- (i) Which feature in MS-Word helps you quickly navigate to a specific point in your document ?
- (a) Hyperlink
 - (b) Table of contents
 - (c) Bookmark
 - (d) None of the above
- (ii) Which option is used to record a new macro in MS Word ?
- (a) View tab
 - (b) Developer tab
 - (c) Home tab
 - (d) Insert tab

(iii) Which view in MS-Word is used to display the document as it would appear when printed ?

- (a) Print Layout
- (b) Web Layout
- (c) Draft
- (d) Outline

(iv) In a spreadsheet, what is the intersection of a row and a column called ?

- (a) Formula
- (b) Range
- (c) Table
- (d) Cell

(v) Which of the following represents a valid range reference in Excel ?

- (a) A1 : B10
- (b) 1 : 10

(c) C, D, E

(d) A1, B1, C1

(vi) What is the purpose of a pie chart in Excel ?

(a) To show trends over time

(b) To compare values across categories

(c) To display proportions of a whole

(d) To plot numerical data along both axes

(vii) Which of the following functions is used to display the current date in Excel ?

(a) TODAY()

(b) DATE()

(c) NOW()

(d) CURRENT()

(viii) Which tab in PowerPoint is used to add slides to a presentation ?

- (a) View
- (b) Design
- (c) Home
- (d) Insert

(ix) In PowerPoint, what is the purpose of the 'Slide Sorter' view ?

- (a) To preview animations
- (b) To rearrange slides
- (c) To edit slide content
- (d) To create transitions

(x) Which of the following is used to control the timing of animations and transitions in PowerPoint ?

- (a) Slide Show tab
- (b) Timing group

P.T.O.

- (c) Transitions tab
- (d) Animation Pane

Part B

Unit I

2. Compare and contrast OpenOffice, MS Office and LibreOffice in terms of features and compatibility. 10
3. (a) What is the Quick Access Toolbar ?
Explain the steps to customize the Quick Access Toolbar by adding or removing commands. 5
- (b) Discuss the common features of MS-Office and LibreOffice in detail. 5

Unit II

4. (a) Explain the process of formatting text and paragraphs in MS-Word. 5

- (b) What is header and footers ? Write its steps. 5
5. What is mail merge in MS-Word ? Explain the process of creating a mail merge document in a word processor. 10

Unit III

6. (a) What are Pivot Tables ? Explain their use with an example. 5
- (b) What is filtering in Excel ? Explain. 5
7. What is function in MS-Excel ? Discuss mathematical functions with example. 10

Unit IV

8. What is slide transition and animation ? Discuss the process of creating and applying slide transitions and animations. 10

P.T.O.

9. What are graphics in PowerPoint ? Discuss each and their role in creating effective presentations. 10

