Roll No. ☐☐☐☐☐☐☐☐☐☐☐

S. No. of Question Paper : **1338**

Unique Paper Code : **62343318**   **I**

Name of the Paper : **Office Automation Tools**

Name of the Course : **B.A. (Prog.) Computer Application :**

Skill Enhancement Course

Semester : **III**

Duration : **2 Hours**   Maximum Marks : **25**

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

Question No. **1** is compulsory.

Attempt any *three* questions from rest of the five.

All parts of a question must be answered together.

1.   (*i*)   In the word document border can be applied to :

       (*a*)   page

       (*b*)   paragraph

       (*c*)   text

       (*d*)   All of the above

(ii) Which of the following is *not* essential component to perform a mail merge operation ?

    (a) Main document

    (b) Data source

    (c) Merge fields

    (d) Word fields

(iii) Landscape is _____

    (a) A font style

    (b) Paper Size

    (c) Page Layout

    (d) Page Orientation

(iv) What is the shortcut key for line break ?

    (a) CTRL + Enter

    (b) Alt + Enter

    (c) Shift + Enter

    (d) Space + Enter

(v) What does the HLOOKUP function do ?

    (a) Looks up text containing 'H'

    (b) To replace a text

    (c) Find related records

    (d) All of the above

(vi) Which of the following is an absolute cell reference ?

    (a) !A!1

    (b) A1

    (c) #a#1

    (d) A1

(vii) By default, how many sheets does a workbook have ?

    (a) 2

    (b) 0

    (c) 1

    (d) 3

(*viii*) What is an expression that tells how the numbers in a determined set of cells are to be calculated ?

(*a*)   Formula

(*b*)   Field

(*c*)   Data

(*d*)   Query

(*ix*) Which of the following formulas is *not* entered correctly ?

(*a*)   =10+50

(*b*)   =B7*B1

(*c*)   =B7+14

(*d*)   10+50

(*x*) Which of the following functions yield the word **True** or **False** as a result ?

(*a*)   SUM

(*b*)   COUNT

(*c*)   IF

(*d*)   MIN

10×1=10

2.   (*a*)   Differentiate among COUNTA, COUNTIF and COUNTBLANK in Spreadsheet.

3

(*b*)   Enumerate how we can add and edit a pivot table in a spreadsheet.

2

3.   Consider the following employee worksheet :   5

	A	B	C	D	E	F	G
1	NAME	GRADE 1/2/3	BASIC SALARY	HRA	PF	GROSS SALARY	NET SALARY
2	Amit	1	20000				
3	Sumit	2	12000				
4	Ajay	3	8000				
5	Suresh	1	14000				
6	Rajesh	3	6000				
7	Chandu	2	12000				
8	Rahul	1	16000				

P.T.O.

(*a*) Write down formula to calculate HRA as given below :

Grade	HRA (% of basic)
1	40%
2	35%
3	30%

(*b*) Write down formula to calculate PF as given below :

- If Basic Salary is greater than 15000, then PF is 10% of basic salary

- If Basic Salary is between 10000-15000, then PF is 7% of basic salary

- If Basic Salary is less than 10000, then PF is 5% of basic salary.

(*c*) Gross Salary = Basic Salary + HRA + TA.

(*d*) Net Salary = Gross – PF.

4. (*a*) What are Header and Footer used for in word processing ?   3

(*b*) Enumerate any *two* ways of aligning the text in a typical word processing software.   2

5. Write the syntax of VLOOKUP function in a spreadsheet and illustrate with the help of example.   5

6. What is mail merge utility used for ? Write the steps for doing Mail Merge operation in word processing.   5