

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
Duration of Examination	: 2 Hours
Maximum Marks	: 25 Marks
Students admitted in the year	: 2015-2018

Instructions for Candidates:

1. Answer any **THREE** questions.
2. All questions carry equal marks.

1. Ms. Bharti is an admission convener in a teaching organization and 1000 students have been enrolled this year through an online admission procedure due to pandemic. She has to send a personalized invitation letter (Name of student, Course in which enrolled, and his address) to all the students for joining the online orientation programme to be held on 1st Jan 2021. You, being an IT professional need to help her.

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 is required? Which fields are required to be embedded to send a personalized letter?

2. Which feature of word processing software helps in printing page numbers on every page? Write the steps required to achieve this. Explain any two types of alignments available. Explain two ways of creating a table having 3 rows and 5 columns in the word processing software. How can you combine the last 3 columns in a single one? Write the steps for the same.
3. 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.

“This function looks for a given value in a vertical list and once it is found, then uses that row and returns a value from a specified column”. Identify the function being referred to here and give the syntax of this function.

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

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

	A	B
1	Name	Marks
2	Amit	35
3	Anil	20
4	Anjali	45
5	Abhay	38

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