

[This question paper contains 6 printed pages]

Your Roll No. ....

Sr. No. of Question Paper : 4730

Unique Paper Code : 62343318\_OC

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

**Instructions for Candidates**

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. Question No. 1 is compulsory.
3. Attempt any three questions from Question 2 to Question 6.

1. Attempt all the Questions

(10)

(a) Which one is not a Function in MS Excel?

(i) SUM

P.T.O.

(ii) AVG

(iii) MAX

(iv) MIN

(b) Which function checks whether a condition is true or not?

(i) SUM

(ii) COUNT

(iii) IF

(iv) AVERAGE

(c) In Excel, which one denoted a range from cell B1 through cell E5

(i) B1 - E5

(ii) B1:55

(iii) B1 to E5

(iv) B1\$E5

(d) What does the VLOOKUP() Function do ?

4730

3

- (i) Increases the font of text
  - (ii) Searches for a value in the column
  - (iii) Prints the content of an Excel Sheet
  - (iv) Deletes a value in the column
- (e) Special effects used on objects of the slides in a presentation are called
- (i) None of these
  - (ii) Custom animation
  - (iii) Effects
  - (iv) Transitions
- (f) A screen element of MS Word that is usually located above menu bar that has document name is:
- (i) Menu Bar
  - (ii) Tool Bar
  - (iii) Title Bar

4730

4

- (iv) All of the above
- (g) What will be result of the formula =FLOOR (3.6,2)
  - (i) 1
  - (ii) 2
  - (iii) 3
  - (iv) 4
- (h) The File consisting of readymade styles that one can easily use for the presentation is known as:
  - (i) Pre formatting
  - (ii) Template
  - (iii) Wizard
  - (iv) AutoStyle
- (i) What is the blank space outside the printing area on a page?
  - (i) Clipart

(ii) Margins

(iii) Header

(iv) Footer

2. (a) What are the four types of mail merge documents?  
(2)
- (b) What are the three main component of mail merge? Explain by example.  
(3)
3. (a) Write any four presentation views used by the PowerPoint?  
(2)
- (b) How can you insert a video in PowerPoint presentation?  
(3)
4. (a) Differentiate between animation and transition?  
(2)
- (b) Explain the rehearse timing, where is this option available in PowerPoint.  
(3)

5. (a) Write names of any two type of charts and when will they be preferred? (2)
- (b) What are three type of addressing used in excel? Explain with examples. (3)
6. (a) What is the difference between VLOOKUP and HLOOKUP? (2)
- (b) Define pivot table. Write any two advantages of using pivot table. (3)

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