BSIT 13 (OS)

I Semester B.Sc. (IT) Examination, June/July 2010
OFFICE AUTOMATION

Time : 3 Hours Max. Marks : 75

PART – A

Answer **all** the questions : **(10×2+5×1=25)**

1. Write a note on filtering data.
2. Write a note on Sorting.
3. Define Paragraph alignment.
4. What is merge data ?
5. Explain the feature of subtotalling with an example.
6. How do you change the format of cells in an Excel sheet ?
7. Why do we need list ?
8. Explain entering data in Excel.
9. Define validation in Excel.
10. Mention the different component of a chart.
11. Explain the following terms :
    a) Navigating document
    b) Alignparagraph
    c) Position the paragraph
    d) Paragraph spacing
    e) Paragraph formatting.

P.T.O.

PART – B

Answer **any five** of the following questions : **(5×10=50)**

1. Explain how to create multiple new documents.
2. Explain how to create, save and print the document in MS-Word.
3. Write a short note on formatting text by using styles and paragraph positioning.
4. Explain page formatting in MS-Word.
5. Explain the changing alignment of text in a table cell in MS-Word.
6. Description of the contents of MS-Excel screen.
7. Explain the different formula error messages and auditing with an example.
8. Explain the creation of charts through wizard.

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