Roll No. ☐☐☐☐☐☐☐☐☐

S. No. of Question Paper : **2335**

Unique Paper Code : **62343318**   **GC-3**

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.

1. (*i*) The cell reference for a range of cells that starts from column C and row 1 and goes over to column H and down to row 10 is :   10×1=10

    (*a*) 1C:10H

    (*b*) C1:H10

    (*c*) C-1:H-10

    (*d*) C:1..H:10

   (*ii*) What does the VLOOKUP( ) function do ?

    (*a*) Looks up text that contain 'v'

    (*b*) To replace a text

    (*c*) Find related records

    (*d*) All of the above

(*iii*) Which of the functions shows the word "TRUE" or "FALSE" as a result ?

(*a*) SUM

(*b*) COUNT

(*c*) IF

(*d*) MIN

(*iv*) How can we set Page Border in Excel ?

(*a*) From Edit Menu

(*b*) From Home

(*c*) You cannot set page border in Excel

(*d*) From Tools menu

(*v*) Which of the following should be used to make the same "look" for all the slides in a presentation ?

(*a*) The slide layout option

(*b*) Add a slide option

(*c*) Outline view

(*d*) A presentation design template

(*vi*) Special effects used on objects of the slides in a presentation are called :

(*a*) Effects

(*b*) Animations

(*c*) Transitions

(*d*) None of the above

(*vii*) What is the term used when you press and hold the left mouse key and move the mouse around the slide ?

    (*a*) Deleting

    (*b*) Dragging

    (*c*) Selecting

    (*d*) Moving

(*viii*) A screen element of MS Word that is usually located below the title bar that provides categorized options is :

    (*a*) Menu Bar

    (*b*) Tool Bar

    (*c*) Status Bar

    (*d*) All of the above

(*ix*) Which of the following is *not* a PowerPoint view ?

    (*a*) Slide show view

    (*b*) Slide view

    (*c*) Presentation view

    (*d*) Outline view

(*x*) Portrait and Landscape are :

    (*a*) Page Orientation

    (*b*) Paper Size

    (*c*) Page Layout

    (*d*) All of the above

2. Write functions for the operations (a)–(e) based on the spreadsheet given below along with the relevant cell addresses : 5

	A	B	C	D	E	F	G
1	SNO	Name	Science	Maths	Computers	Total	Average
2	1	Swati	70	80	87	--	--
3	2	Shruti	90	98	89	--	--
4	3	Neelu	90	90	98	--	--
5	4	Rosy	60	76	79	--	--
6	5	Shreya	50	45	67	--	--
7	Max			--	--		
8	Total		--				

(a) To calculate the Total Marks as sum of Science, Maths and Computers for each student and display them in column F.

(b) To calculate the average marks for each student and display them in column G.

(c) To calculate the highest marks in Computers and display it in cell E7.

(d) To calculate the lowest marks in Maths and display it in cell D7.

(e) To calculate the total number of students appearing for the Science test and display it in cell C8.

3. (a) How are charts useful in Excel ? Name any *two* types of chart available in Excel. 2

(b) Explain different types of Cell References supported by Excel with a suitable example. 3

4. (a) What is the difference between Animation and Transition ? Explain with example. 2

(b) What is Rehearse Timings in PowerPoint and why is it used ? 3

5. (a) Differentiate between Outline view and Slide Sorter view in PowerPoint. 3

(b) Write steps to insert a picture in PowerPoint slide. 2

6. What is Mail Merge ? Explain the process of Mail Merge in MS-Word. 5