

This question paper contains 4 printed pages]

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S. No. of Question Paper : 1849

Unique Paper Code : 42343306

GC-3

Name of the Paper : Office Automation Tools

Name of the Course : B.Sc. (Prog.)/B.Sc. Mathematical Science—CBCS
Skill Enhancement Elective Course

Semester : III

Duration : 2 Hours

Maximum Marks : 25

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

Section A : Consists of 10 questions of 1 mark each (MCQ). All questions are compulsory.

Section B : Answer any three questions.

Section A

1. The button temporarily merges the main document and data source to view and test :
 - (a) Merge to PDF
 - (b) Finish and Merge
 - (c) Insert Merge Field
 - (d) Preview Results
2. In the Word document borders can be applied to :
 - (a) Cell
 - (b) Paragraph
 - (c) Text
 - (d) All of the above

P.T.O.

3. Which of the following methods cannot be used to enter data in a cell ?
 - (a) Pressing an arrow key
 - (b) Pressing the Tab key
 - (c) Pressing the Esc key
 - (d) Clicking on the formula bar
4. When a label is too long to fit within a worksheet cell, you typically must :
 - (a) Shorten the label
 - (b) Increase the column width
 - (c) Decrease the column width
 - (d) Adjust the row height
5. How do you select an entire column ?
 - (a) Select Edit > Select > Column from the menu
 - (b) Click the column heading letter
 - (c) Hold down the shift key as you click anywhere in the column
 - (d) Hold down the Ctrl key as you click anywhere in the column
6. Without using the mouse or the arrow keys, what is the fastest way of getting to cell A1 in a spreadsheet ?
 - (a) Press Ctrl + Home
 - (b) Press Home
 - (c) Press Shift + Home
 - (d) Press Alt + Home

7. What PowerPoint feature will you use to apply motion effects to different objects of a slide ?
- (a) Slide Transition
 - (b) Slide Design
 - (c) Slide Show
 - (d) Animation Scheme
8. Which short cut key inserts a new slide in current presentation ?
- (a) Ctrl+N
 - (b) Ctrl+M
 - (c) Ctrl+S
 - (d) All of the above
9. In a PowerPoint presentation :
- (a) Sound clips can be inserted but not movie clips
 - (b) Movie clips can be inserted but not sound clips
 - (c) Both cannot be inserted
 - (d) Both can be inserted
10. A character that is raised and smaller above the baseline is known as :
- (a) Outlined
 - (b) Raised
 - (c) Superscript
 - (d) Subscript

Section B

1. What are Header and Footer ? What are the advantages of the same ? Also give steps to insert them into a Word document. 5
2. What is Slideshow in PowerPoint ? Write the steps to create a Slideshow. 5
3. Explain how we can add and edit pivot tables in Spreadsheet. 5
4. Write the syntax of the following functions : 5
 - (i) SUMIF()
 - (ii) COUNTIF()Illustrate them with a suitable example.
5. (i) Add $(110001)_2$ and $(101001)_2$ 2
 - (ii) Convert $(11010.011)_2$ to $()_{10}$ 3