



'সমানো মন্ত্র: সমিতি: সমানী'

UNIVERSITY OF NORTH BENGAL

B.Sc. Programme 3rd Semester Examination, 2022

SEC1-P1-COMPUTER SCIENCE

OFFICE AUTOMATION TOOLS

Time Allotted: 2 Hours

Full Marks: 40

The figures in the margin indicate full marks.

GROUP-A

Answer any *five* questions

1×5 = 5

1. Why are headers and footers used in MS Word?
2. What is the minimum number of rows and columns a Word Table can have?
3. What is the extension for an Excel file?
4. What is changing the appearance of a document called?
5. Which feature of PowerPoint will you use to apply motion effects to different objects of a slide?
6. From which menu can we access Pictures, Text Box and Charts?
7. What is the use of a Merge cell option in Excel?
8. Explain 'Auto fill' feature.

GROUP-B

Answer any *three* questions

5×3 = 15

9. What is cell reference? Explain different types of cell reference techniques in Excel.
10. Write about auto format and custom format.
11. Describe the steps for insertion of a table in MS Word.
12. Write a short note on macros.
13. Explain various date and time functions in Excel.

GROUP-C

Answer any *two* questions

10×2 = 20

14. Explain five formulas that can be used in spreadsheets.
15. Write notes on formatting slides in MS PowerPoint.
16. What are charts? Explain the different kinds of charts available.
17. In relation to PowerPoint, discuss custom animation and various features available in it.

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