

(FOR THE CANDIDATES ADMITTED

22UHY512

DURING THE ACADEMIC YEAR 2022 ONLY)

REG.NO.

N.G.M.COLLEGE (AUTONOMOUS): POLLACHI

END-OF-SEMESTER EXAMINATIONS: NOVEMBER 2024

B.A HISTORY

MAXIMUM MARKS: 50

SEMESTER: V

TIME : 3 HOURS

PART – III

22UHY512-WINDOWS BASED OFFICE AUTOAMTION

SECTION – A

(10 X 1 = 10 MARK

ANSWER THE FOLLOWING QUESTIONS. (K1)

1. Which part of the CPU fetches and decodes instructions from memory?
 - a. ALU
 - b. Control Unit
 - c. Register
 - d. RAM
2. Which of the following is the shortcut key to open a new blank document in MS-Word?
 - a. CTRL+B
 - b. CTRL+N
 - c. CTRL+D
 - d. CTRL+M
3. Which shortcut key is used to find a particular word in a word document?
 - a. CTRL+S
 - b. CTRL+F
 - c. CTRL+R
 - d. CTRL+X
4. What is MS Excel?
 - a. Spreadsheet
 - b. Database
 - c. Presentation
 - d. Workbook
5. What is the default extension for a power point presentation in versions 2007 or later?
 - a. .pptx
 - b. .docx
 - c. .xls
 - d. .powpt

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES

(K2)

6. What is Computer?
7. List some shortcut keys for MS-Word.
8. How to insert a new row in a table?
9. Give some formulas in EXCEL.
10. Which shortcut keys using power point to slide show.

SECTION – B**(5 X 3 = 15 MARKS)****ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K3)**

11. a) Explain computer capabilities.
(OR)
b) List the functional units of a computer.
12. a) How to editing a document in MS-Word?
(OR)
b) How do move and copy text in MS-Word?
13. a) Explain enhancing document column in MS-Word.
(OR)
b) Miscellaneous features of word. Explain
14. a) List the short cut keys and the use of MS-Excel.
(OR)
b) Moving and copying of cells. Illustrate
15. a) How to create a presentation?
(OR)
b) How to insert sound in power point?

SECTION – C**(5 X 5 = 25 MARKS)****ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS.(K4 (Or) K5)**

16. a) Classification of computers. Illustrate.
(OR)
b) Briefly explain generations of the computer.
17. a) Describe formatting text and paragraph.
(OR)
b) Assess finding and replacing text in MS-Word.
18. a) Draw a Calendar for August month using table.
(OR)
b) Elucidate the concept of mail-merge.
19. a) Calculate some commands and functions in MS-Excel.
(OR)
b) How to format a worksheet in MS-Excel? Briefly.
20. a) Create a number of slides and how to animate it? Draw a slide and explain.
(OR)
b) Expalin different views in power point. Draw an image and view the image.
