

FOR THE CANDIDATES ADMITTED
DURING THE ACADEMIC YEAR 2020 ONLY)

(NO.OF PAGES:2)

20UHY512

REG.NO

NGM COLLEGE (AUTONOMOUS) POLLACHI

END-OF-SEMESTER EXAMINATIONS: DECEMBER-2022

B.A-HISTORY

MAXIMUM MARKS: 70

V SEMESTER

TIME: 3 HOURS

PART III

WINDOWS BASED OFFICE AUTOMATION

SECTION – A

(10 X1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS

MULTIPLE CHOICE QUESTIONS

(K1)

1. What is the full form of GUI?
a) Graphic User Interface
b) Games User Interface
c) Graphic Unified Interface
d) Graphic Unit Interface
2. A word processor would be used best to _____
a) paint a picture
b) type a story
c) draw a diagram
d) workout income and expenses
3. What tab in MS Word you'll use to access Mail Merge options?
a) Home
b) Insert
c) Mailings
d) References
4. In which tab wrap text feature is present in MS Excel 2007?
a) Formulas
b) View
c) Insert
d) Home
5. Which view in PowerPoint can be used to enter speaker comments?
a) Normal
b) Slide show
c) Slide sorter
d) Notes page view

ANSWER THE FOLLOWING IN ONE OR TWO SENTENCES

(K2)

6. Expand ENIAC.
7. Write the shortcut key for finding and replacing text.
8. In mail merge where do we organize data in tabular form?
9. Write the steps to delete and insert rows in spread sheet.
10. Write any three elements can be added to a slide.

(CONTD 2)

SECTION – B**(5 X 4 = 20 MARKS)****ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K3)**

11. a) Briefly explain the capabilities of a computer?
(OR)
b) Distinguish between microcomputers and mini computers.
12. a) Write a short note about MS-word.
(OR)
b) How will you edit documents in MS word?
13. a) How will you create a recipient list for the main document?
(OR)
b) What are the advantages of Mail Merge?
14. a) Exemplify moving and copying rows and columns.
(OR)
b) Discuss inserting and deleting rows and columns.
15. a) Write the ways of animation and sounds can be given to slide.
(OR)
b) Demonstrate how to make a presentation.

SECTION – C**(4 X 10 = 40 MARKS)****ANSWER ANY FOUR OUT OF SIX QUESTIONS.****(16TH QUESTION IS COMPULSORY AND ANSWER ANY THREE QUESTIONS FROM Q.NO: 17 TO 21)****(K4) OR (K5)**

16. Discuss about creating Mail Merge with an example.
17. Outline various Generations of Computers.
18. Write a note on i) Move and Copy Text ii) Formatting text and paragraph
19. Explain the use of Tabs in MS-word.
20. Summarise on editing cells and using commands and functions in MS-excel.
21. What are different views in power point? Explain.