

(FOR THE CANDIDATES ADMITTED

23UHY511

DURING THE ACADEMIC YEAR 2023

ONLY)

REG.NO. :

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

END-OF-SEMESTER EXAMINATIONS :NOVEMBER-2025

B.A HISTORY

MAXIMUM MARKS: 75

SEMESTER-V

TIME : 3 HOURS

PART - III

23UHY511-WINDOWS BASED OFFICE AUTOMATION

SECTION – A

(10 X 1 = 10 MARKS)

ANSWER THE FOLLOWING QUESTIONS.(K1)

- 1.The brain of the computer is the_____
 - a. Monitor b. Mouse c. Central Processing Unit (CPU) d. Keyboard
- 2.----- tool helps in identifying spelling mistakes in MS Word.
 - a. Thesaurus b. Spell Check c. Format Painter d. Word Count
- 3.The Mail Merge feature is commonly used for:_____
 - a. Editing multiple documents b. Printing labels or letters for many people
 - c. Inserting pictures d. Creating bullet lists
- 4.Which of the following is used to calculate the sum of values in Excel?
 - a. =TOTAL() b. =SUM() c. =ADD() d. =COMBINE()
- 5.Which tab do you use to insert sound or music in a slide?
 - a. Design b. Slide Show c. Insert d. Transitions

ANSWER THE FOLLOWING IN ONE (OR) TWO SENTENCES

(K2)

6. State some applications of computer.
7. Write the shortcut keys for cut, copy, paste.
8. Give the use of tab in word.
9. What is a cell?
10. State the use of transition in power point.

SECTION – B

(5 X 5 = 25 MARKS)

ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K3)

11. a) List some advantages of computer and explain it..
(OR)
b) Examine the classification of computers.

Ethical paper

(CONT...2)

12. a) Develop the steps to find and replace in a word document.
(OR)
b) Write short notes on bulleting in a word document.
13. a) Enumerate the concept of inserting a graphics and images with neat diagram.
(OR)
b) List the various features and explain it.
14. a) Demonstrate how to use formulas in excel sheet explain it with example.
(OR)
b) Write down the steps to insert and delete rows and columns in excel.
15. a) Explain in detail the various views in powerpoint and explain it.
(OR)
b) Enumerate the concept of running a slide show in a presentation..

SECTION – C**(5 X 8 = 40 MARKS)****ANSWER EITHER (a) OR (b) IN EACH OF THE FOLLOWING QUESTIONS. (K4 (Or) K5)**

16. a) Discuss in detail the various components of computer with neat diagram..
(OR)
b) Classify the various generations of computer and explain it with example.
17. a) Write down the steps to formatting a word document.
(OR)
b) Elaborate the steps to open create and save a word document.
18. a) Narrate the concept of adding tables and explain its features with example in a word document.
(OR)
b) Describe Mail merge with example.
19. a) Demonstrate how to open, create and save a document in excel.
(OR)
b) Evaluate the concept of various charts and explain how to insert a chart in Excel.
20. a) Criticize the concept of creating and presenting a document in power point.
(OR)
b) Discriminate the concept of adding animation in power point document.
