

I Semester B.A./B.Com./BBA/BTH/BSW/BPA/BCS/B.Sc.
(Fc.Sci) Examination, April/May - 2022
(Scheme : NEP) (CBCS)
COMPUTER SCIENCE (Open Elective-2)
Office Automation

Time : 2½ Hours

Max. Marks : 60

Instruction: Answer Part - A and Part - B.

PART - A

Answer the following questions:

[3 × 15 = 45]

1. a) Explain the fundamental units of computer with a neat diagram. [9]
b) Describe any 2 input devices [6]

OR

- c) Discuss the features of word process. [6]
d) Explain the different types of operating system. [9]
2. a) What is spreadsheet? Discuss the applications of spreadsheet. [7]
b) Explain any four functions used in excel with example. [8]

OR

- c) Explain different types of charts available in spreadsheet. [8]
d) Write a note on [7]
i) Sort
ii) Filter
iii) Cell Referencing

P.T.O.

3. a) Explain the advantages of presentation tool. [7]
b) Explain the steps used in creating and viewing presentation. [8]

OR

- c) Explain formating options used in a presentation tool. [7]
d) Discuss the different types of animations in presentation. [8]

PART - B

Answer any three questions:

[3 × 5 = 15]

4. a) List out various output devices and explain any one of them.
b) Write a note on memory devices.
c) Write a note on mail merge.
d) Explain printing and previewing a spreadsheet.
e) Explain slide transition in presentation software.



<https://www.uomonline.com>

Whatsapp @ 9300930012

Send your old paper & get 10/-

अपने पुराने पेपर्स भेजे और 10 रुपये पायें,

Paytm or Google Pay से