B.A DEGREE (CBCS) REGULAR / IMPROVEMENT / REAPPEARANCE EXAMINATIONS, MAY 2024

Second Semester

Complementary Course - CA2CMT04 - COMPUTERIZED TECHNIQUES FOR OFFICE

(Common for B.A Economics Model II Foreign Trade, B.A Economics Model II Insurance)

2017 ADMISSION ONWARDS

2000C049

Time: 3 Hours   Max. Marks : 60

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Part A

*Answer any **ten** questions.*

*Each question carries **1** mark.*

1. Give an example of a Word Processor.

2. What is Ruler?

3. What is Document templates?

4. What is Mail Merge?

5. What is the use of Freeze Pane?

6. How to protect worksheet in Excel 2013?

7. Define conditional formatting in excel.

8. What is average function in Excel 2013?

9. What is the use of string function in excel?

10. What is ISTEXT function in excel?

11. What is the specialty of a pie chart?

12. Write any two advantages of power point.

(10×1=10)

Part B

*Answer any **six** questions.*

*Each question carries **5** marks.*

13. What do you mean by deleting a text?

14. How to remove a border from a picture?

15. How to add borders to cells in Excel 2013?

16. What is Print Preview? What are the different Print options available in Excel 2013?

17. Explain sort & filter option in excel.

18. How do I link cells in different Excel workbooks?

19. What is Dcounta in Excel?

20. What is the purpose of data tables?

21. Explain the steps for slide transition in MS powerpoint.

(6×5=30)

Part C

*Answer any **two** questions.*

*Each question carries **10** marks.*

22. Explain the following features: a)Read Mode b) Thesaurus c) Macros d) Table.

23. What are the mathematical functions? Explain with appropriate examples.

24. Explain macro in MS Excel and how it is recorded and executed.

25. What slide layout view? Explain how to create a new slide layout in power point 2013.

(2×10=20)