

This question paper contains 4 printed pages]

Roll No.

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S. No. of Question Paper : 2335

Unique Paper Code : 62343318

GC-3

Name of the Paper : Office Automation Tools

Name of the Course : B.A. (Prog.) Computer Application Skill Enhancement Course

Semester : III

Duration : 2 Hours

Maximum Marks : 25

(Write your Roll No. on the top immediately on receipt of this question paper.)

Question No. 1 is compulsory.

Attempt any *three* questions from rest of the five.

1. (i) The cell reference for a range of cells that starts from column C and row 1 and goes over to column H and down to row 10 is : 10×1=10
- (a) 1C:10H
- (b) C1:H10
- (c) C-1:H-10
- (d) C:1..H:10
- (ii) What does the VLOOKUP() function do ?
- (a) Looks up text that contain 'v'
- (b) To replace a text
- (c) Find related records
- (d) All of the above

P.T.O.

- (iii) Which of the functions shows the word "TRUE" or "FALSE" as a result ?
- SUM
 - COUNT
 - IF
 - MIN
- (iv) How can we set Page Border in Excel ?
- From Edit Menu
 - From Home
 - You cannot set page border in Excel
 - From Tools menu
- (v) Which of the following should be used to make the same "look" for all the slides in a presentation ?
- The slide layout option
 - Add a slide option
 - Outline view
 - A presentation design template
- (vi) Special effects used on objects of the slides in a presentation are called :
- Effects
 - Animations
 - Transitions
 - None of the above

- (vii) What is the term used when you press and hold the left mouse key and move the mouse around the slide ?
- Deleting
 - Dragging
 - Selecting
 - Moving
- (viii) A screen element of MS Word that is usually located below the title bar that provides categorized options is :
- Menu Bar
 - Tool Bar
 - Status Bar
 - All of the above
- (ix) Which of the following is *not* a PowerPoint view ?
- Slide show view
 - Slide view
 - Presentation view
 - Outline view
- (x) Portrait and Landscape are :
- Page Orientation
 - Paper Size
 - Page Layout
 - All of the above

2. Write functions for the operations (a)–(e) based on the spreadsheet given below along with the relevant cell addresses :

	A	B	C	D	E	F	G
1	SNO	Name	Science	Maths	Computers	Total	Average
2	1	Swati	70	80	87	--	--
3	2	Shruti	90	98	89	--	--
4	3	Neelu	90	90	98	--	--
5	4	Rosy	60	76	79	--	--
6	5	Shreya	50	45	67	--	--
7	Max						
8	Total		--	--	--		

- (a) To calculate the Total Marks as sum of Science, Maths and Computers for each student and display them in column F.
- (b) To calculate the average marks for each student and display them in column G.
- (c) To calculate the highest marks in Computers and display it in cell E7.
- (d) To calculate the lowest marks in Maths and display it in cell D7.
- (e) To calculate the total number of students appearing for the Science test and display it in cell C8.
3. (a) How are charts useful in Excel ? Name any *two* types of chart available in Excel.
- (b) Explain different types of Cell References supported by Excel with a suitable example.
4. (a) What is the difference between Animation and Transition ? Explain with example.
- (b) What is Rehearse Timings in PowerPoint and why is it used ?
5. (a) Differentiate between Outline view and Slide Sorter view in PowerPoint.
- (b) Write steps to insert a picture in PowerPoint slide.
6. What is Mail Merge ? Explain the process of Mail Merge in MS-Word.