

Q.P. Code : 25123

**First Semester B.Voc.(IT) Degree Examination,
November/December 2019**

(CBCS Scheme – Freshers and Repeaters)

Information Technology

Paper BVIT 103 – OFFICE AUTOMATION AND ADVANCED EXCEL

Time : 3 Hours]

[Max. Marks : 70

Instructions to Candidates : Answer all Sections.

SECTION – A

I. Answer any **TEN** questions :

(10 × 2 = 20)

1. Name all the parts of computer system.
2. Define CPU.
3. Write shortcut key for save, paste, print.
4. Write the steps for find and replace.
5. What is spreadsheet?
6. Mention the functions to find total and average in MS-Excel.
7. Explain types of RAM.
8. Define Macro in Excel.
9. Explain the features of Toggle button.
10. Name some applications in MS-Office.
11. What is Q-query?
12. Which is default font size in MS-Word? Write steps to create a table?

Q.P. Code : 25123

SECTION – B

- II. Answer any **FIVE** full questions : (5 × 10 = 50)
13. (a) Explain features of computer.
(b) Write short note on Secondary Memory. (5 + 5)
14. (a) Explain various formatting options in MS-Word.
(b) Explain the conditional and logical functions with example in MS-Excel. (5 + 5)
15. (a) How to apply custom Animation and Slide Transition in MS-power point?
(b) Write steps to odd header and footer, page number, pictures in MS-Word? (5 + 5)
16. (a) Explain mathematical function and text function in MS-Excel.
(b) Explain briefly subtotals with example. (5 + 5)
17. (a) Write the steps to create, run and delete macro.
(b) Explain the features of spreadsheet. (5 + 5)
18. (a) How to use sort and filter options in MS-Excel explain with example?
(b) Explain Text boxes, Toggle button and Combo box in MS-Access. (5 + 5)
19. (a) Explain steps to create Query.
(b) How to create report in MS-Access? Give an example. (5 + 5)
20. (a) Explain the following shortcut keys :
(i) Ctrl + v (ii) Ctrl + a
(iii) Ctrl + b (iv) Ctrl + z
(v) Ctrl + c.
- (b) Write the short note on the following :
(i) Field size
(ii) Validation rule
(iii) Validation text required
(iv) Zero length
(v) Indexed unicode. (5 + 5)