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Reg. No. ☐☐☐☐☐☐☐☐

I Semester B.Voc. (IT) Degree Examination, August - 2021

INFORMATION TECHNOLOGY

Office Automation And Advanced Excel

(CBCS Scheme)

Paper : BOIT1 - A023

Time : 3 Hours   **Maximum Marks : 70**

Instructions to Candidates:

Answer **all** sections.

SECTION - A

I. Answer any **Ten** questions.   (10×2=20)

1. Write the characteristics of a digital computer.
2. What is superscript and subscript?
3. Write the steps for find and replace.
4. Write the difference b/w function and formula in excel.
5. What is the use of toggle button?
6. List the components of Ms-Office automation software package.
7. What is Macro? Why it is used?
8. Define spreadsheet.
9. Write the function of key 'F5' in powerpoint.
10. Define Bookmark.
11. Differentiate between VLOOKUP and HLOOKUP.
12. What is Pivot table?

SECTION - B

II. Answer any **Five** full questions.   (5×10=50)

13. a) What is CPU? Write the block diagram of a personal computer and explain.   **(5)**

    b) List and explain the types of Memory.   **(5)**

14. Explain the following features.

    a) Bullets and Numbering.   **(2)**

    b) Paragraph spacing.   **(2)**

    c) Header and footer & its options.   **(3)**

    d) Charts and its usage.   **(3)**

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15. a) Explain any five formatting features in powerpoint. (5)

    b) Discuss basic operations of MS-Powerpoint. (5)

16. a) Write the steps for creating a new presentation and applying designs in Power point. (5)

    b) Explain how to create pivot table in excel. (5)

17. a) Explain the features of spreadsheet. (5)

    b) Explain functions in Excel with examples. (5)

18. a) What is financial function? Discuss. (5)

    b) Write the function of following shortcut keys :

       i.   Ctrl + W

       ii. Ctrl + O

       iii. Ctrl + Y

       iv. Alt +Ctrl + S

       v.   Ctrl + S (5)

19. a) Differentiate between conditional and logical functions in worksheet. (5)

    b) Explain the differences between auto filtering & conditional filtering. (5)

20. a) What is validation rule? Explain. (5)

    b) What is the use of query in MS-Access? Explain the steps for creating an Query. (5)

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