

This question paper contains 3 printed pages]

**ND—21—2023**

**FACULTY OF SCIENCE AND TECHNOLOGY**

**B.Sc (First Year) (First Semester) EXAMINATION**

**NOVEMBER/DECEMBER, 2023**

(CBCS/Revised Pattern)

**COMPUTER SCIENCE**

(Office Automation)

**(Wednesday, 6-12-2023)**

**Time : 10.00 a.m. to 1.00 p.m.**

*Time—3 Hours*

*Maximum Marks—75*

*N.B. :- (i) All questions are compulsory.*

*(ii) Figures to the right indicate full marks.*

*(iii) Assume suitable data, if required.*

*(iv) Use of any electronic media such as mobile phone, digital diary and electronic calculator is not permitted.*

1. Attempt any *five* of the following (3 marks each) :

15

(a) Explain about opening screen of MS-word.

(b) Write a note on creating index in MS-word.

(c) Introduce MS-Excel.

P.T.O.

- (d) Describe conditional formatting.
- (e) Explain adding audio and video on slide.
- (f) Explain opening screen of MS-access.
- (g) What is custom dictionary ? Explain.
2. Attempt any *three* of the following (5 marks each) : 15
- (a) Explain Home menu-font tab.
- (b) Explain about editing options in MS-Word.
- (c) Describe formatting cell, row and column in MS-Excel.
- (d) Give a detailed note on creating presentation based on template.
- (e) Give a detailed note on advantages and disadvantages of MS-Access.
3. Attempt any *three* of the following (5 marks each) : 15
- (a) Explain use of formulas and functions in Excel.
- (b) How to use charts in MS-Excel in Excel ? Explain in detail.
- (c) Give a detailed note on mail merge.
- (d) Explain the use of slide transition in detail.
- (e) Explain the use of query in MS-Access in detail.
4. Attempt any *three* of the following (5 marks each) : 15
- (a) What are the custom animation effects in MS-PowerPoint ? Explain in detail.

- (b) Explain about the opening screen of MS-PowerPoint.
  - (c) How to use header and footer in Documentation ? Explain in detail.
  - (d) Explain the importance of Goal seek in MS-Excel.
  - (e) How to generate the report in MS-Access ? Explain it in detail.
5. Write short notes on any *three* of the following (5 marks each) : 15
- (a) Describe creating database in MS-Access in detail.
  - (b) How to create a form and add new record in it ?
  - (c) Explain about data validation and its use in detail.
  - (d) Describe the use of slideshow in MS-PowerPoint.
  - (e) What is the use of styles in MS-word ? Explain in detail.