

Total number of printed pages-3

52 (1) ITB-HG-1026 OAUT

2019

OFFICE AUTOMATION

Paper : ITB-HG-1026

Full Marks : 60

Time : Three hours

The figures in the margin indicate full marks for the questions.

Answer any six questions.

1. 2×5=10
- ✓ (a) What do you mean by header and footer in MS Word ?
 - ✓ (b) What do you mean by mail merge ?
 - ✓ (c) What do you mean by formatting a document ?
 - ✓ (d) Give the *two* importance of Spreadsheet.
 - ✓ (e) Why do we need to check Print preview ?

Contd.

2. (a) What are the uses of title bar, status bar, menu bar and tool bars? 5
- (b) What is spell check? How to spell check a document? Explain. 5
3. (a) Explain the role of office assistant with an example. 5
- (b) How to create, delete and undelete a document in MS Word? Explain with an example. 5
4. (a) Explain about adding and removing rows and columns, creating formula and naming ranges with suitable example. 7
- (b) What are the basic importance of PowerPoint presentation? 3
5. (a) Explain with an example, how to create slides, add clipart and other pictures and inserting animation in PowerPoint. 7
- (b) How to create a chart in MS Excel? 3

6. (a) What are the different ways, a table can be created in MS Word? Give an example. 5
3

(b) Briefly explain the two DTP packages. 5
1

7. Explain *any five* formatting features in PowerPoint. 10

8. (a) Explain about renaming, copying and finding a document with an Example. 5
3

(b) How to create bar diagram in MS Excel? Explain with an example. 5
2