

**I Semester B.Sc. (IT) Examination, June/July 2010**  
**OFFICE AUTOMATION**

Time : 3 Hours

Max. Marks : 75

**PART – A**

Answer **all** the questions :

**(10×2+5×1=25)**

1. Write a note on filtering data.
2. Write a note on Sorting.
3. Define Paragraph alignment.
4. What is merge data ?
5. Explain the feature of subtotalling with an example.
6. How do you change the format of cells in an Excel sheet ?
7. Why do we need list ?
8. Explain entering data in Excel.
9. Define validation in Excel.
10. Mention the different component of a chart.
11. Explain the following terms :
  - a) Navigating document
  - b) Alignparagraph
  - c) Position the paragraph
  - d) Paragraph spacing
  - e) Paragraph formatting.

**P.T.O.**

## PART – B

Answer **any five** of the following questions :

**(5×10=50)**

1. Explain how to create multiple new documents.
  2. Explain how to create, save and print the document in MS-Word.
  3. Write a short note on formatting text by using styles and paragraph positioning.
  4. Explain page formatting in MS-Word.
  5. Explain the changing alignment of text in a table cell in MS-Word.
  6. Description of the contents of MS-Excel screen.
  7. Explain the different formula error messages and auditing with an example.
  8. Explain the creation of charts through wizard.
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