

**BIRLA INSTITUTE OF TECHNOLOGY, MESRA, RANCHI
(END SEMESTER EXAMINATION)**

**CLASS: BCA/BBA
BRANCH: BCA/BBA**

**SEMESTER : I
SESSION : MO/2023**

SUBJECT: CN111 OFFICE AUTOMATION TOOLS

TIME: 3 Hours

FULL MARKS: 50

INSTRUCTIONS:

1. The question paper contains 5 questions each of 10 marks and total 50 marks.
 2. Attempt all questions.
 3. The missing data, if any, may be assumed suitably.
 4. Before attempting the question paper, be sure that you have got the correct question paper.
 5. Tables/Data hand book/Graph paper etc. to be supplied to the candidates in the examination hall.
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Q.1(a)	Explain various types of software with suitable example.	[5]	CO	BL
Q.1(b)	Describe what you understand by start menu, windows desktop and file explorer.	[5]	CO2	
Q.2(a)	Explain the concept of mail merge and also discuss its implementation in ms word.	[5]	CO1	
Q.2(b)	What is hyperlink in ms word. How would you insert a hyperlink to your word document.	[5]	CO1	
Q.3(a)	Compare absolute and relative referencing in ms excel with suitable example.	[5]	CO4	
Q.3(b)	Discuss what is function in ms excel. Give examples of 4 functions available in ms excel.	[5]	CO4	
Q.4(a)	Discuss transitions in powerpoint. How would you apply a transition to your powerpoint presentation.	[5]	CO4	
Q.4(b)	What are the themes in powerpoint. How would you apply a theme in your presentation.	[5]	CO4	
Q.5(a)	What do you understand by auto save feature of google docs. Discuss the steps to upload a document to google docs.	[5]	CO5	
Q.5(b)	Discuss what is google form together with its benefits. Discuss the steps to record responses in google forms.	[5]	CO5	

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