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

CLASS: BCA/BBA/IMBA
BRANCH: BCA/BBA/IMBA

SEMESTER : IST
SESSION : MO/2024

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.

			CO	BL
Q.1(a)	Draw a block diagram to illustrate the basic organization of a computer system and explain the functions of the various unit.	[5]	1	2
Q.1(b)	List and explain some important characteristics of a computer.	[5]	1	3
Q.2(a)	Explain various features of MS word. Write down the steps for creating a table and filling it with data.	[5]	2	3
Q.2(b)	Explain page layout orientation setting and various types of alignment of text in MS-Word.	[5]	2	1
Q.3(a)	What are the main features of MS-Excel? And explain various types of charts in MS excel.	[5]	1	3
Q.3(b)	Discuss what is function in MS excel. Give examples of 4 functions available in MS excel.	[5]	1	2
Q.4(a)	What is a PowerPoint presentation explain? And how to create a new presentation using a design template?	[5]	2	3
Q.4(b)	What is customizing presentation? And how to automate a slide show in power point?	[5]	2	3
Q.5(a)	What do you understand by auto save feature of google docs? Write the steps to upload a document to google docs.	[5]	4	3
Q.5(b)	What is google form together with its benefits? Discuss the steps to record responses in google forms.	[5]	3	2

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