First Semester FYUGP Computer Science Examination
NOVEMBER 2024 (2024 Admission onwards)
KU1DSCCSC104 (OFFICE AUTOMATION SOFTWARE)
(DATE OF EXAM: 6-12-2024)

Time : 90 min   Maximum Marks : 50

Part A (Answer any 6 questions. Each carries 2 marks)

1. What is the first step in getting started with the Word interface?   2

2. Define a table in a document and describe its basic components.?   2

3. Define a cell, row, and column in a spreadsheet .?   2

4. What is use of the COUNT function?   2

5. Identify two methods of sharing a spreadsheet with others.?   2

6. What is the difference between the TODAY() and NOW() functions?   2

7. What is a macro in a spreadsheet, and what is its primary function?   2

8. Define PivotTables and state one use case.?   2

Part B (Answer any 4 questions. Each carries 6 marks)

9. Explain the steps to create and save a new document in a word processor.?   6

10. How can images be inserted and format within a document?   6

11. Compare and contrast the use of rows and columns for organizing tabular data in a spreadsheet. When might it be more appropriate to use a column for data instead of a row?   6

12. Explain the necessary steps to adjust print settings (such as setting page orientation and margins) to ensure a spreadsheet prints clearly and legibly on one page.?   6

13. Analyze how the DATE function can be used to standardize date entry across a dataset. Provide an example where this might be useful.?   6

14. Analyze how multiplying and dividing cells containing quantities and prices can help in inventory management. Provide an example calculation.?   6

Part C (Answer any 1 question(s). Each carries 14 marks)

15. Discuss the various text formatting and editing tools available in word processing, such as bullets and numbering, paragraph indentation, font color, and line spacing. Provide examples.?   14

16. Explain how the usage of tables and images increase the readability of the document.   14