

**First Semester FYUGP Computer Science Examination**  
**November 2024 (2024 Admission onwards)**  
**KU1DSCCSC104 (OFFICE AUTOMATION SOFTWARE)**  
**(EXAM DATE : 04-12-2024)**

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. Describe the use of bullets and numbering in a Word document.? 2
3. Define a table in a document and describe its basic components.? 2
4. List three common data types that can be entered into a spreadsheet.? 2
5. What is the purpose of the MATCH function in a spreadsheet? 2
6. What is the purpose of using the division (/) operator in financial calculations? 2
7. Define a PivotTable and explain its purpose.? 2
8. What type of data is most suitable for analysis using a PivotTable? 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. Compare and contrast different text alignment options (left, center, right, justify) and their impact on the overall document presentation.? 6
11. How can images be inserted and format within a document? 6
12. 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
13. Analyze how sorting can help identify trends in a large dataset. For example, what insights could be gained by sorting data by date or by sales amount? 6
14. Apply a simple macro to automate the task of formatting a sales report. Explain the steps involved in creating and running the macro.? 6

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

15. Explain the table formatting options in spread sheet. Provide examples of how data is entered and organized in a spreadsheet. 14
16. Explain the process of Mail Merge in Word and discuss how it is used to create form letters. Include key steps and practical applications? 14