

I Semester Degree Examination, May 2022 (NEP 2021 – 22 and Onwards) SKILL ENHANCEMENT COURSE (SEC) Office Management Tools

Time: 11/2 Hours

Max. Marks: 30

Instructions: 1) Part – A: Answer any 5 questions. 2) Part – B: Answer any 4 questions.

PART - A

Answer any 5 questions. Each carries 2 marks.

 $(5 \times 2 = 10)$

- Name any two operating system softwares.
- 2. How to set password for a document in MS-Word?
- 3. What do you mean by cell in Microsoft Excel worksheet?
- 4. List any 2 formatting features in Microsoft Excel.
- 5. What is relative cell address?
- 6. Define DBMS.
- 7. What is slide sorter view in Microsoft Power Point?
- 8. Name different document views in Microsoft Word.

PART - B

Answer any 4 questions. Each carries 5 marks.

 $(4 \times 5 = 20)$

- 9. Explain basic editing and formatting features of Microsoft Word.
- 10. Write a note on Mail-merge feature of Microsoft Word.
- 11. Explain various statistical functions in Microsoft Excel.
- 12. Write a note on creating chart in Microsoft Excel.
- 13. Discuss slide transition and animation setup features of Microsoft Power Point.
- 14. What is a process of creating table and inserting record in Microsoft Access?