



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

Time : 1½ 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.

**(5×2=10)**

1. 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.

**(4×5=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 ?
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