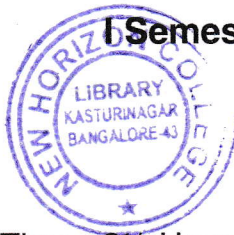




OECS – 101



Semester All U.G. Courses Examination, Dec. 2024/Jan. 2025
(NEP) (Repeaters)

COMPUTER SCIENCE

OEC-1 : Office Automation (Open Elective)

Time : 2½ Hours

Max. Marks : 60

Instruction : Answer *all* the Sections.

SECTION – A

I. Answer **any 6** questions. **Each** question carries **2** marks. **(6×2=12)**

- 1) Define Operating System.
- 2) What is internet ?
- 3) How to save a document in MS-Word ?
- 4) How to add border in MS-Word ?
- 5) What is merge cell in MS-Excel ?
- 6) List out any two built-in functions in MS-Excel.
- 7) What is slide show in MS-PowerPoint ? Write the shortcut key for using slide show.
- 8) List out types of page orientation in MS-Excel.
- 9) How to insert picture in PowerPoint slide ?

SECTION – B

II. Answer **any 4** questions. **Each** question carries **6** marks. **(4×6=24)**

- 10) Write about computer viruses.
- 11) Explain cut, copy and paste options in MS-Word with example.
- 12) Write a short note on header and footer in MS-Excel with example.
- 13) Give example for Sum() and Avg() functions in MS-Excel.
- 14) How to add and format charts in MS-PowerPoint ?
- 15) How to create PDF file in MS-PowerPoint ?

P.T.O.



SECTION – C

III. Answer **any 3** questions. **Each** question carries **8** marks.

(3×8=24)

- 16) Describe about E-Mail and its operations.
- 17) a) Write a short note on control panel. 4
- b) Explain creating bullets in MS-Word. 4
- 18) Explain different types of charts in MS-Excel.
- 19) a) Write a note on printing worksheets in MS-Excel. 4
- b) Write a note on editing slides in MS-PowerPoint. 4
- 20) List out features of MS-PowerPoint.
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