



Semester All U.G. Courses Examination, February/March 2024

(NEP) (Freshers and 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) Mention any two features of Operating System.
- 2) What is Icon ?
- 3) How to open a document in MS-Word ?
- 4) How to insert special symbols in MS-Word ?
- 5) What is line spacing in MS-Word ?
- 6) Write the shortcut key for find and replace in MS-Excel.
- 7) What is merging in MS-Excel ?
- 8) Write the steps to edit slides in MS-PowerPoint.
- 9) List out any two features of MS-PowerPoint.

SECTION – B

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

- 10) Write short note on Internet.
- 11) Explain about File Explorer.
- 12) Explain Cut, Copy and Paste options in MS-Word.
- 13) Write a note on spell check in MS-Word.
- 14) Explain creating formulas in MS-Excel.
- 15) Explain Creating Presentation in MS-PowerPoint.



SECTION - C

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

(3×8=24)

16) Write a note on :

a) Control Panel.

4

b) Web Browser.

4

17) a) Write a note on Email Operations.

4

b) Explain setting text font colors in MS-Word.

4

18) Explain formatting text in MS-Word.

19) a) Explain creating tables in MS-Word.

4

b) Explain types of charts in MS-Excel.

4

20) a) List out features of MS-Excel.

4

b) Write a note on adding pictures in PowerPoint.

4