



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

Time : 1½ Hours

BSC / BCA

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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