

GOVERNMENT DEGREE COLLEGE, NANDIKOTKUR
DEPARTMENT OF COMPUTER APPLICATIONS

OFFICE AUTOMATION TOOLS

UNIT-I: Introduction to MS-Office & MS-Word

Short Answer Questions:

1. List the main features of MS-Word.
2. What are the components of the MS-Word window?
3. How do you select and format text in MS-Word?
4. Explain the purpose of the Format Painter tool in MS-Word.
5. Describe the steps to add a header and footer in a document.
6. What is the function of the Drop Cap feature in MS-Word?
7. How do you use the Find and Replace tool in MS-Word?
8. What is the purpose of the Go To (F5) command?

Long Answer Questions:

1. Explain how to format characters and paragraphs in MS-Word with examples.
2. Discuss the steps for page formatting in MS-Word, including indents, bullets, and numbering.
3. Describe the process of creating and formatting tables in MS-Word.
4. Write a detailed note on the spell check and autocorrect features in MS-Word.

UNIT-II: MS-Word Advanced Features

Short Answer Questions:

1. What is the difference between a Wizard and a Template in MS-Word?
2. Explain how to customize the Quick Access Toolbar in MS-Word.

3. What is a macro? Describe its purpose.
4. How do you insert 3D models and shapes in MS-Word?
5. What are hyperlinks, and how are they added in MS-Word?
6. Describe the Mail Merge process in MS-Word.
7. How do you perform mathematical calculations in tables in MS-Word?

Long Answer Questions:

1. Discuss the process of creating and using macros in MS-Word.
2. Explain how to insert images, shapes, and text boxes into an MS-Word document.
3. Write a detailed note on Mail Merge and its applications in document processing.
4. Explain the process of printing documents and tables in MS-Word with examples.

UNIT-III: Introduction to MS-Excel & Its Features

Short Answer Questions:

1. List the main features of MS-Excel.
2. What are spreadsheets and workbooks in MS-Excel?
3. Explain the process of creating and saving a workbook in MS-Excel.
4. Describe the different types of cell entries in MS-Excel.
5. How do you use the Fill Series and Fill with Drag options?
6. What is the purpose of sorting data in an Excel worksheet?
7. List some basic Excel functions like SUM, AVERAGE, and COUNT.

Long Answer Questions:

1. Explain the steps to create, edit, and format a worksheet in MS-Excel.
2. Describe the different types of Excel functions and their applications.
3. Write a detailed note on sorting and organizing data in MS-Excel.
4. Explain the steps to perform basic mathematical calculations using Excel functions.

UNIT-IV: MS-Excel Advanced Features

Short Answer Questions:

1. What is cell referencing? Describe the types of cell referencing in MS-Excel.
2. Explain the concept of What-if Analysis in Excel.
3. List the types of charts available in MS-Excel.
4. How do you create and print a chart in MS-Excel?
5. What are the functions of Sort and Filter in Excel?
6. Describe the use of the Goal Seek tool in MS-Excel.
7. What is the purpose of the View Menu in MS-Excel?

Long Answer Questions:

1. Explain cell referencing in detail with examples of Relative, Absolute, and Mixed references.
2. Describe the process of creating and formatting charts in MS-Excel.
3. Write a detailed note on data analysis tools in MS-Excel, including Goal Seek and Scenarios.
4. Discuss the advanced sorting and filtering features available in MS-Excel.

UNIT-V: MS-PowerPoint and Its Applications

Short Answer Questions:

1. What are the features and uses of MS-PowerPoint?
2. Define the components of a PowerPoint slide.
3. Explain the purpose of templates and wizards in PowerPoint.
4. How do you format text and add subheadings in PowerPoint?
5. What is the Master Slide, and how is it used?
6. Describe how to add transitions and animations to a slide.
7. How can you insert music or sound on a slide in PowerPoint?

Long Answer Questions:

1. Explain the steps to create a basic presentation in PowerPoint, including adding slides and formatting text.
2. Describe the process of working with Slide Sorter View, including deleting, duplicating, and rearranging slides.
3. Write a detailed note on adding transitions, animations, and multimedia elements to a presentation.
4. Discuss the various options for printing slides and presentations in PowerPoint.