



'সমানো মন্ত্র: সমিতি: সমানী'

**UNIVERSITY OF NORTH BENGAL**  
B.Sc. Programme 3rd Semester Examination, 2021

**SEC1-P1-COMPUTER SCIENCE**

**OFFICE AUTOMATION TOOLS**

Time Allotted: 2 Hours

Full Marks: 40

*The figures in the margin indicate full marks.*

**GROUP-A**

**Answer any five questions from the following**

1×5 = 5

1. What is page orientation?
2. What is the shortcut key for line break?
3. What is Macro?
4. On which menu option we should click to change page size?
5. What is the use of 'COUNTA' function in Excel?
6. Which function is used to fetch current data in Excel?
7. What do you mean by 'transition' in MS PowerPoint?
8. Which option can be used to set custom timings for slides in a presentation?

**GROUP-B**

**Answer any three questions from the following**

5×3 = 15

9. How do you add a movie clip in your presentation slide?
10. How do you add or change themes of a slide?
11. How to draw a table with 4 rows and 3 columns in MS Word page?
12. How to add a new column to an existing table and shade the column?
13. How to set custom margin to a word page?

**GROUP-C**

**Answer any *two* questions from the following**

10×2 = 20

14. Write down the process to create a presentation file having two slides—where first slide contains a chart, an audio and some texts within a text box. Second slide contains a topic name (may be your project name) and an image. Slides should be animated.
15. Draw a block diagram of your home having two bedrooms, one toilet and a kitchen. Write down the process you follow to draw the diagram.
16. Write down different application areas of MS Word.
17. How do you create Charts and Graphs in Excel? Explain in detail.

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