UNIVERSITY OF NORTH BENGAL

B.Sc. Programme 3rd Semester Examination, 2020

SEC1(P1)-COMPUTER SCIENCE

OFFICE AUTOMATION TOOLS

Full Marks: 40

ASSIGNMENT

The figures in the margin indicate full marks.

Answer any *two* questions from the following	20×2=40

1. (a) What is mail merge why we use it? Write steps of mail merge. 10+10

   (b) How can you add automatic page numbering in the header of an MS Word document?

2. (a) What are the uses of Header and Footer in MS Word? 5+5+10

   (b) Give description of view menu.

   (c) Describe table and its part briefly.

3. (a) What are charts in MS Excel? 10+10

   (b) What does the IF function in Excel?

4. (a) Explain the autosum feature with the help of example. 10+10

   (b) Describe the steps involve in creating a chart.

5. (a) What is slide shorter view in MS PowerPoint? 5+5=10

   (b) What is slide Master?

   (c) What is slide transition? How can you apply the same slide transition to all the slides at a time.

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