



I Semester All UG Courses Examination, February/March 2023  
(NEP Scheme)  
COMPUTER SCIENCE (Open Elective)  
OEC – 1 : Office Automation

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) What is Internet ?
  - 2) What is web browser ? Give example.
  - 3) What is computer virus ?
  - 4) Mention any two shortcut key in MS-Word.
  - 5) List any two features of MS-Word.
  - 6) What is cell in MS-Excel ?
  - 7) What is merging cell in MS-Excel ?
  - 8) What is MS-PowerPoint ?
  - 9) What is slide show in MS-PowerPoint ?

SECTION – B

- II. Answer **any 4** questions, **each** question carries **6** marks. (4×6=24)
- 10) Write a note on control panel.
  - 11) What is a table ? Explain with example using MS-Word.
  - 12) Explain find and replace in MS-Word.
  - 13) Explain any three built in functions in MS-Excel.
  - 14) What are the features of MS-PowerPoint ?
  - 15) Write a note on creating a PDF file.

P.T.O.



## SECTION – C

- III. Answer any 3 questions, each question carries 8 marks. (3×8=24)
- 16) Explain any four desktop icons. 8
- 17) Explain various email operations. 8
- 18) a) Explain copy and paste operations in MS-Word. 4  
b) Write a note on text alignment in MS-Word. 4
- 19) Explain different types of charts in MS-Excel. 8
- 20) a) Write the steps to create a PowerPoint presentation. 4  
b) Write the steps to add pictures to the slides in a PowerPoint. 4