

Total number of printed pages-3

52 (1) OFAT ITB-HG-1026

2021

(Held in 2022)

OFFICE AUTOMATION

Paper : ITB-HG-1026

Full Marks : 60

Time : Three hours

The figures in the margin indicate full marks for the questions.

Answer any six questions.

1. 2×5=10
- (a) What do you mean by print preview ?
 - (b) Write *two* features of Word Processing.
 - (c) What do you mean by header and footer in MS Word ?
 - (d) Write *two* DTP packages.
 - (e) What do you mean by alignment in MS Office ?

Contd.

2. (a) What are the basic advantages of Spreadsheet? 5
- (b) What are the basic importance of PowerPoint presentation? 5
3. Explain with an example, how to create slides, add clip art and other pictures and inserting animation in PowerPoint. 10
4. How to create bar and column diagram in MS Excel? Explain with an example. 10
5. What are the basic uses of menu bar, title bar, status bar and toolbars? What do you mean by portable document format? 7+3=10
6. How to create a table in MS Word? Explain with a simple example. 10
7. Write the basic advantages of DTP software. What do you mean by mail merge? 5+5=10

8. Write short notes on :

5+5=10

(a) Formatting features in MS Word.

(b) Sum and average function in MS Excel with example.