

FYUG Odd Semester Exam, 2023
held in February, 2024

B. Voc.

1st Semester

COURSE NO. BVOC-DSC-102T

[Office tools and Applications]

Full Marks : 35

Pass Marks : 14

Time : 3 hours

The figures in the margin indicate full marks for the questions

Answer all questions,

UNIT-I

1. Answer any one question from the following: 2
 - a. What is the difference between save and save as?
 - b. Write the procedures of the following:
 - i. To insert a page break
 - ii. To insert picture
2. Answer any one question from the following: 5
 - a. Explain the following features of MS-Word:
 - i. Find and Replace
 - ii. Header and Footer
 - b. Write short notes on:
 - i. Font Face
 - ii. Font Size

Turn over

CENTRAL LIBRARY N.C.COLLEGE
UNIT-II

3. Answer any one question from the following: 2
- a. Write down the steps for the following operations:
 - i. Opening Excel Sheet
 - ii. Save the Worksheet
 - b. Define Spreadsheet and Data validation.
4. Answer any one question from the following: 5
- a. Define the following terms:
 - i. Worksheet
 - ii. Workbook
 - b. Distinguish between Cell and Active Cell with an example.

UNIT-III

5. Answer any one question from the following: 2
- a. What is consolidation in Excel?
 - b. Briefly explain syntax of SUMIFS Function with example.
6. Answer any one question from the following: 5
- a. Write down the Goal seek feature in MS-Excel with example.
 - b. Distinguish between AVERAGE and AVERAGE IF functions in MS-Excel with example.

UNIT-IV

7. Answer any one question from the following: 2
- a. What is database? Define the term DBMS.
 - b. What are the levels of Abstraction in Database?

8. Answer any one question from the following: 5
- a. Write short notes on Layout view and Design view.
 - b. Write short notes of the following:
 - i. Tables
 - ii. Forms

UNIT-V

9. Answer any one question from the following: 2
- a. What is MS-Power Point? Define presentation template?
 - b. Briefly explain how header and footer are added into the presentation.
10. Answer any one question from the following: 5
- a. Explain the steps to inserting pictures and videos in presentation.
 - b. Discuss how to add graphics to a presentation.
