

**2019/TDC/ODD/SEM/BVOGE-103T/234**

**TDC Odd Semester Exam., November—2019**

**B.VOC ( Information Technology )**

**( 1st Semester )**

**Course No. : BVO-GE-103**

**( Office Tools and Applications )**

Full Marks : 70

Pass Marks : 28

*Time : 3 hours*

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

**Answer four questions, selecting one from each Unit**

**UNIT—I**

1. (a) Define word processing. Discuss various features of MS-Word. 2+4=6
- (b) Explain the following features of any word processing tools : 12
  - (i) Find and Replace
  - (ii) Undo and Redo
  - (iii) Spell Check and Grammar
  - (iv) Thesaurus

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2. (a) Explain how the following formatting options can be applied in our document : 8
- (i) Font
  - (ii) Font size
  - (iii) Line spacing
  - (iv) Shading
- (b) Briefly explain the different steps involved in creating tables in MS-Word. 6
- (c) Write down the shortcut keys for the following : 4
- Open new document, Save, Cut, Copy, Paste, Select whole document, Bold, Italic

## UNIT—II

3. (a) Define worksheet. Write down the steps for the following operations : 2+6=8
- (i) Opening Excel sheet
  - (ii) Save the worksheet
  - (iii) Close the worksheet
- (b) Write down the steps for Autofit rows and columns. 6
- (c) Explain the syntax of IF function with example. 4

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4. (a) Explain the goal seek feature of MS-Excel with an example. 8
- (b) Explain the following Excel functions : 10
- (i) ADDRESS
  - (ii) AVERAGE IF
  - (iii) FLOOR
  - (iv) FACT
  - (v) DAYS360

## UNIT—III

5. (a) Briefly explain the following terms w.r.t. MS-Access : 8
- (i) Records
  - (ii) Form
  - (iii) Report
  - (iv) Query
- (b) Write down the steps for the following operations : 6
- (i) Creating a new database
  - (ii) Adding table to an existing database
- (c) How to rearrange the order of columns in a table? 3

6. (a) Describe the steps for the following : 10  
    (i) Creating Form using form wizard  
    (ii) Creating Report using report wizard  
(b) Design a query using AND operator with example. 7

UNIT—IV

7. (a) What is MS-PowerPoint? Briefly explain the different applications of MS-PowerPoint presentation. 2+6=8  
(b) Discuss the following : 9  
    (i) Creating new presentation  
    (ii) Adding header and footer to the presentation  
    (iii) Adding tables to the presentation  
8. (a) Discuss the following : 6+6=12  
    (i) Formatting a presentation  
    (ii) Adding effects to the presentation  
(b) Explain the steps for inserting pictures and movies into presentation. 5

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