**2020/TDC(CBCS)/ODD/SEM/
BVOCGE–103T/444A**

**TDC (CBCS) Odd Semester Exam., 2020
held in March, 2021**

B.Voc (Information Technology)

(1st Semester)

Course No. : BVOCGE–103T

(Office Tools and Applications)

Full Marks : 70

Pass Marks : 28

Time : 3 hours

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

Group—A contains questions carrying *18* marks
each and Group—B contains questions carrying
17 marks each.

GROUP—A

Answer *any* **two** questions

1. *(a)* Write down the steps involved in the
following operations w.r.t. MS-Word :

2×3=6

(i) Open an existing document

(ii) Save a new/existing document

(iii) Print a document

(Turn Over)

(b) Explain the following features of MS-Word : 12

   (i) Font face and font style

   (ii) Format painter

   (iii) Bullets and number list

2. (a) What is mail merge? How is mail merge performed in MS-Word? Explain. 2+6=8

(b) Write down the steps for creating tables in MS-Word. 6

(c) Write down the shortcut keys for the following : 4

Save a document, go to beginning of the line, justified, font face, font size, underline, left alignment, copy and paste.

3. (a) What is spreadsheet? Explain the following w.r.t. MS-Excel : 2+8=10

   (i) Hide and unhide selected rows and columns

   (ii) AutoFormat

(b) Explain the following Excel functions : 8

   (i) IF

   (ii) SUMIF

   (iii) ABS

   (iv) EXP

4. (a) How is filtering done in MS-Excel? Explain with example. 8

(b) Write how to consolidate data in Excel. 6

(c) Differentiate between AVERAGE and AVERAGEIF functions available in MS-Excel. 4

GROUP—B

Answer any **two** questions

5. (a) Differentiate between Database and Database Management System (DBMS). 4

(b) Write down the steps for the following operations : 3×3=9

   (i) Creating a new database

   (ii) Adding table to an existing database

   (iii) Adding and deleting new column

(c) Explain layout view and design view w.r.t. Access. 4

6. (a) What is Report in MS-Access? Describe the steps for creating the report using Report Wizard in MS-Access. 2+8=10

(4)

(b) Explain different ways to search specific records in MS-Access table.   4

(c) Write down the steps for creating a query using Query Wizard.   3

7. *(a)* What is MS-PowerPoint? Discuss the following w.r.t. MS-PowerPoint :   3+9=12

     (i) Create PowerPoint presentation using template

     (ii) Add new slide after current slide

     (iii) Change background colour of the slide

(b) Discuss the slide layout in MS-PowerPoint.   5

8. *(a)* Define AutoContent Wizard.   2

(b) Discuss the following :   5×3=15

     (i) Adding transitions to the presentation

     (ii) Inserting tables into the presentation

     (iii) Adding header and footer to the presentation

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