

**2021/TDC/CBCS/ODD/  
BVOCGE-103T/444A**

**TDC (CBCS) Odd Semester Exam., 2021  
held in March, 2022**

**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*

Answer **one** question from each Unit

UNIT—I

1. (a) Define word processing. Discuss various features of MS-Word. 2+4=6
- (b) Explain the steps for performing following w.r. to MS-Word : 12
  - (i) Create a new document
  - (ii) Open a existing document
  - (iii) Save a new/existing document
  - (iv) Printing a document

( 2 )

2. (a) Define mail merge. Explain the steps involved in creating mail merge in MS-Word. 10
- (b) Write down the short-cut keys for the following : 8
- Open new document ; Find ;  
Replace ; Save ; Select All ; Undo ;  
Redo ; Format Printer.

## UNIT—II

3. (a) Define worksheet. Explain the setting of formula in Excel sheet with example. 2+6=8
- (b) Write down the steps for Autofit row and columns. 5
- (c) Explain the syntax of IF function with example. 5
4. (a) Briefly explain filtering in Excel with example. 8
- (b) Explain the following Excel functions : 10
- (i) SUMIF  
(ii) AVERAGE  
(iii) AVERAGEIF  
(iv) Exp  
(v) IFERROR

( 3 )

## UNIT—III

5. (a) What is database? Briefly explain DBMS with example. 5
- (b) Briefly explain the following terms w.r. to MS-Access : 6
- (i) Form  
(ii) Report  
(iii) Query
- (c) Write down the steps for the following operations : 6
- (i) Creating a new database  
(ii) Adding table to an existing database
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

( 4 )

- (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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