

**2022/TDC/ODD/SEM/
BVOCGE-103T/444A**

TDC (CBCS) Odd Semester Exam., 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 any one question from each Unit

UNIT—I

- 1. (a) Define format painter. How do you use format painter in MS-Word document?**

2+4=6

- (b) Explain the various text formatting commands available in MS-Word.**

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(3)

2. (a) Explain the following w.r.t. MS-Word : 9

(i) Spell check and grammar

(ii) Find and replace

(iii) Undo and redo

(b) How to add header and footer in word document? 4

(c) How to change line and paragraph spacing in MS-Word? 4

UNIT—II

3. (a) Define worksheet. Write down the steps for the following operations : 3+3=6

(i) Opening and closing the Excel Sheet

(ii) Save the New/Existing Excel Sheet

(b) Write down the syntax of the following : 12

(i) AVERAGEA

(ii) SUMIF

(iii) FACT

(iv) EXP

4. (a) Explain the filtering using number filters with example in Excel. 9

(b) Explain the goal seek features of MS-Excel with an example. 9

UNIT—III

5. (a) Define database. Distinguish between database and database management system (DBMS). 6

(b) What are the levels of abstraction in database? 3

(c) Write down the steps for the following operations w.r.t. MS-Access : 4+4=8

(i) Creating database with and without using templates

(ii) Rearrange the order of columns in a table

6. (a) Briefly explain the different ways of searching specific records in the database. 5

(b) What is report in MS-Access? Write down the steps for creating the report in MS-Access. 12

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(Turn Over)

(4)

UNIT—IV

7. (a) Define MS-PowerPoint. What are the main features of MS-PowerPoint? $2+4=6$
- (b) Write the steps of creating new presentation in MS-PowerPoint using blank presentation template. 6
- (c) Discuss the slide layout in MS-PowerPoint. 6
8. (a) Discuss the following : $4 \times 3 = 12$
- (i) Adding header and footer to the presentation
 - (ii) Adding tables into the presentation
 - (iii) Adding transitions to the presentation
- (b) Write short notes on AutoContent Wizard and design template. 6

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