

(6 pages)

Reg. No. :

Code No. : 10490 E Sub. Code : CNCA 42

U.G. (CBCS) DEGREE EXAMINATION, APRIL 2023.

Fourth Semester

Computer Application

Non Major Elective – OFFICE AUTOMATION

(For those who joined in July 2021 onwards)

Time : Three hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer :

1. Microsoft Word is a _____
- (a) Computer Hardware Program
 - (b) Computer Non-application Program
 - (c) Computer Application Program
 - (d) None of the above

2. What is MS Word used for?
- (a) Design pictures
 - (b) Design Videos
 - (c) Paint
 - (d) Design Texts
3. To set the margin of the page, _____ option is used
- (a) page
 - (b) page setup
 - (c) paper size
 - (d) layout
4. A horizontal bar lying below the menu bar containing pictorial buttons of commands is called the _____
- (a) menu box
 - (b) pull down menu
 - (c) tool bar
 - (d) tool box
5. Maximum number of columns supported by a table in a word file is
- (a) 35
 - (b) 47
 - (c) 56
 - (d) 63



6. Individual boxes in a table are known as

- (a) rows (b) boxes
- (c) cells (d) columns

7. What is default font of a Ms-Word 2007 Document is

- (a) Calibri
- (b) Vrinda
- (c) Times New Roman
- (d) Cambria

8. In mail-merge, the file that contains the names and other information is referred to as

- (a) main document
- (b) merge document
- (c) data source
- (d) source document

9. Identify the short key which is used to paste a section of any document in Microsoft word as per its 2007 version

- (a) Ctrl + C (b) Ctrl + O
- (c) Ctrl + S (d) Ctrl+ V

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10. To underline the text, use the command

- (a) Ctrl + U (b) Ctrl + T
- (c) Ctrl + V (d) Ctrl+ P

PART B — (5 × 5 = 25 marks)

Answer ALL questions choosing either (a) or (b).

Each answer should not exceed 250 words.

11. (a) How to get start MS-Word 2007?

Or

(b) Depend on text alignment in MS-Word 2007.

12. (a) Explain in detail about setting the left, right, top and bottom margins.

Or

(b) Discuss in detail about the three ways to select the text.

13. (a) How do you insert pictures in MS Word 2007?

Or

(b) How to add table border in Ms Word table?

14. (a) How to add page numbers in Word.

Or

(b) Combine the two ways to center the text in a Ms-Word document.

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[P.T.O.]



15. (a) Enumerate and explain any five commonly used file menu commands.

Or

- (b) Compose insert menu commands in detail.

PART C — (5 × 8 = 40 marks)

Answer ALL questions choosing either (a) or (b).

Each answer should not exceed 600 words.

16. (a) Write down the steps to open an existing document.

Or

- (b) Identify the components of Word window with window representation.

17. (a) Explain about printing a document.

Or

- (b) Estimate the steps of drag and drop text.

18. (a) How to Add a table to a document and Add Columns and Rows?

Or

- (b) How to Format Picture or Clip Art in Ms-Word?

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19. (a) How to insert Subscript and Superscript in Word?

Or

- (b) Describe find and replace text in Ms-Word.

20. (a) What is mail merge? Explain the process of mail merge in Ms-Word.

Or

- (b) Explain any five edit commands.
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