

(6 pages)

Reg. No. :

**Code No. : 20087 E Sub. Code : SEMA5F/
AEMA56**

B.Sc. (CBCS) DEGREE EXAMINATION,
NOVEMBER 2022

Fifth Semester

Mathematics

Major Elective - MS OFFICE

(For those who joined in July 2017 onwards)

Time : 3 hours

Maximum : 75 marks

PART A — (10 × 1 = 10 marks)

Answer ALL questions.

Choose the correct answer :

1. Which is not in MS word?
(a) Italic (b) Magic tool
(c) Font (d) Bold
2. Which item is printed at the bottom of each page?
(a) Header (b) Foot Note
(c) Title (d) Footer

3. Which item contains detailed information about something in the text?
(a) Footer (b) Foot Note
(c) Header (d) Head Note
4. The space left between the margin and the start of a paragraph is called _____.
(a) Spacing (b) Gutter
(c) Indentation (d) Alignment
5. Which function in Excell cells how many numeric entries are there?
(a) NUM (b) COUNT
(c) SUM (d) CHKNUM
6. A feature that Excel displays only the data in column(s) according to specified criteria _____.
(a) Formula (b) Sorting
(c) Filtering (d) Pivot
7. What is a Microsoft PowerPoint?
(a) Spreadsheet Program
(b) Presentation Program
(c) Database Program
(d) All of the above

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8. Which of the following is the file extension of the PowerPoint application?

(a) .ppt (b) .jpg

(c) .html (d) .docs

9. The slide that is used to introduce a topic and set the tone for the presentation is called the _____

(a) Title slide (b) Bullet slide

(c) Table slide (d) Graph slide

10. The PowerPoint view that displays only text (title and bullets) is _____

(a) Outline view (b) Notes page view

(c) Slide sorter (d) Slide show

PART B — (5 × 5 = 25 marks)

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

11. (a) How will you save and close the word document? Explain.

Or

(b) What are the main features of MS Word?

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12. (a) How will you formatting text in table? Give example.

Or

(b) Write down the steps to set the left and right margins in word document.

13. (a) Differentiate between the SUM and AVERAGE function.

Or

(b) Explain the entering data in cell address in MS Excel.

14. (a) Describe the main purpose of charts in MS Excel.

Or

(b) Write down the steps of changing font size in MS Excel.

15. (a) How will you start a MS PowerPoint? Give example.

Or

(b) Mention the steps to inserting images on slides.

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[P.T.O.]



PART C — (5 × 8 = 40 marks)

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

16. (a) How can you add automatic page numbering in the header of an MS Word documents?

Or

- (b) Distinguish between the Save and Save As option in MS Word document.

17. (a) How will you create a well formatting a word document? Give example.

Or

- (b) What is mail merge? What are the advantages of mail merge? Explain.

18. (a) Explain the saving and previewing the worksheet.

Or

- (b) Analysis the steps to deleting data in cells in MS Excel.

19. (a) Outline the various types of statistical logical functions.

Or

- (b) Illustrate the steps to define functions in simple graphs of MS Excel.

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20. (a) Formulate the steps to add sound effects to a presentation.

Or

- (b) Elaborate the uses of slide transition in MS PowerPoint.

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