SRI KRISHNADEVARAYA UNIVERSITY :: ANANTHAPURAMU
DEGREE EXAMINATIONS : II SEMESTER
SUBJECT : COMPUTER APPLICATIONS
PAPER : OFFICE AUTOMATION TOOLS (MINOR)

TIME : 3HOURS   MAX MARKS : 70

SECTION -A
ANSWER ANY 5 OF THE FOLLOWING QUESTIONS EACH QUESTION CARRIES 4 MARKS (5 x 4 = 20)

1. What is Header and Footer ?

2. Explain about Creating Macro ?

3. Explain about Filling series ?

4. Explain about Scenarios ?

5. Explain about Adding Clip Arts ?

6. Explain about What if-analysis ?

7. Explain about Insert Shapes ?

8. Explain about Changing Cases ?

SECTION -A
ANSWER ANY 5 OF THE FOLLOWING QUESTIONS EACH QUESTION CARRIES 10 MARKS (5 x 10 = 50)

9. Write a brief note on Paragraph formatting, Indents and Drop Caps ?

10. Explain about Mail-Merge ?

11. Write Features of MS-Excel ?

12. Explain about Chart and Types of Charts ?

13. Write a brief note on Adding Transition and animation to Slide ?

14. Explain some useful Functions in MS-Excel ?

15. Explain about Mathematical calculations on Table in MS-word ?

16. Explain Features of MS-Power-point ?