

Register Number :

Name of the Candidate :

7 2 9 5

DIPLOMA EXAMINATION, 2010

(COMPUTER APPLICATIONS)

(PAPER - IV)

140. OFFICE AUTOMATION TOOLS

December]

[Time : 3 Hours

Maximum : 100 Marks

Answer any FIVE questions.

All questions carry equal marks.

(5 ×20=100)

1. (a) What are Headers and Footers in word?
Explain.

(b) Describe table and its parts briefly in word.
(10+10)

2. (a) What are the different ways to create a
word document ? Explain.

(b) Outline the tool bars in MS-Word.
(10+10)

Turn Over

3. (a) What is a workbook ? How to create a new workbook ?
(b) What is a range ? How to select a range?
(10+10)
4. (a) Explain with examples, the method of doing simple calculations in Excel.
(b) Describe different Excel charts categories in detail.
(10+10)
5. (a) Describe the steps involved in creating a new presentation using autocontent wizard.
(b) What views are available in powerpoint 2000 ? How is slide sorter view different from slide show view ?
(10+10)
6. (a) How are slides inserted and deleted in power point ? Explain.
(b) Explain formatting in power point.
(10+10)
7. (a) Write the steps for creating a new database.

- (b) What do you mean by sorting ? Explain the steps for sorting a table. (10+10)
8. (a) How do you create a report ? Explain.
(b) What is a query ? Write down the steps to creating a query using simple query wizard.
(10+10)