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**GF—26—2023**

**FACULTY OF SCIENCE AND TECHNOLOGY**

**B.Sc. (CS) (First Year) (First Semester) EXAMINATION**

**APRIL/MAY, 2023**

**(CBCS/Revised Pattern)**

**COMPUTER SCIENCE**

**(Office Automation)**

**(Thursday, 27-4-2023)**

**Time : 10.00 a.m. to 1.00 p.m.**

*Time—Three Hours*

*Maximum Marks—75*

*N.B. :—* (i) All questions are compulsory.

(ii) Figures to the right indicate full marks.

(iii) Assume suitable data, if required.

(iv) Use of any electronic media such as mobile phone, digital diary and electronic calculator is not permitted.

1. Attempt any *five* of the following (3 marks each) :

15

(a) Explain Find and replace.

(b) Explain the use of query in MS-Access in detail.

(c) Explain slide transition.

(d) Introduce MS-Excel.

P.T.O.

- (e) What is the use of styles in MS-Word ?
- (f) Explain any *four* aggregate function.
- (g) Write a note on creating index in MS-Word.

2. Attempt any *three* of the following (5 marks each) : 15

- (a) How to use header and footer in Documentation ? Explain in detail.
- (b) Explain string function.
- (c) Explain print dialog box in detail.
- (d) Give a detailed note on creating presentation based on template.
- (e) Give a detailed note on advantages and disadvantages of MS-Access.

3. Attempt any *three* of the following (5 marks each) : 15

- (a) Explain cell formatting in excel.
- (b) Explain use of formulas and functions in Excel.
- (c) Explain home menu-font tab.
- (d) What are the custom animation effects in MS-PowerPoint ? Explain in detail.
- (e) Explain advantages of MS-Access.

4. Attempt any *three* of the following (5 marks each) : 15

- (a) Explain adding audio and video on slide.
- (b) Explain style tab.

- (c) Give a note on opening screen of MS-Access.
  - (d) Discuss about data validation and its use in detail.
  - (e) How to create a form and add new record in it ?
5. Write short notes on any *three* of the following (5 marks each) : 15
- (a) Describe creating database in MS-Access in detail.
  - (b) Discuss about opening screen of MS-Word.
  - (c) Explain Mail merge in detail.
  - (d) Describe formatting cell, row and column in MS-Excel.
  - (e) Explain about the opening screen of MS-PowerPoint.