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**DMI-ST. EUGENE UNIVERSITY
DEGREE EXAMINATION – DECEMBER – 2022**

SEM: I 551/552/ 254CS15 OFFICE AUTOMATION TOOLS I

Time: 3 Hours

Max. Marks: 100

Answer any Five questions (5 x 20 = 100 Marks)

1. a) Explain about the evaluation of windows operating systems. (10 Marks)
b) Discuss some features of windows operating system environment. (10 Marks)
2. a) Discuss the following concepts in word document creation:
1. Font Settings 2. Paragraph Settings (10 Marks)
b) Explain in detail about numbering & bullets. (10 Marks)
3. a) Elaborately explain about calculating sum and average of 5 students marks list with example. (10 Marks)
b) Discuss about applying conditional formatting in excel. (10 Marks)
4. a) Discuss in detail about various types of views available in PowerPoint presentation. (10 Marks)
b) How can you create an effective presentation using PowerPoint? Explain. (10 Marks)
5. a) Explain some ways to stay safe in online. (10 Marks)
b) Discuss about the importance of computer literacy in today's world. (10 Marks)
6. a) Explain the way to attach a document in email. (8 Marks)
b) Shortly explain about adding signature in email. (6 Marks)
c) Expand the following: FTP (2 Marks)
d) Write short notes on email. (4 Marks)
7. a) Explain in brief about slide number. (8 Marks)
b) Enlist any four benefits of PowerPoint presentation. (6 Marks)
c) Why we need to use header and footer options? (2 Marks)
d) How can you hide a slide while presenting? (4 Marks)