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DMI-ST. EUGENE UNIVERSITY

ZAMBIA

DEGREE EXAMINATION – JUNE 2024

Semester: I

055CS15/ 351SE38 OFFICE AUTOMATION TOOLS I

Time: 3:00 Hours

Max. Marks: 100

Answer any FIVE Questions (5 x 20 = 100 Marks)

1. a) Illustrate the Steps on how to create a folder and shortcut on a desktop computer. **(5 Marks)**
b) Give an account on adding and removing programs on the start menu and task bar. **(10 Marks)**
c) Explain Maximize button, minimize button and restore button. **(5 Marks)**
2. a) Elaborate on Mail Merge and Envelops. **(10 Marks)**
b) Explain the Usage of the following: **(10 Marks)**
 - i. Bullets and Numbering,
 - ii. Spelling and Grammar.
 - iii. Line Spacing
3. a) Illustrate on how to work with tables in MS Excel? **(10 Marks)**
b) Outline short notes on the following in MS Excel: **(10 Marks)**
 - i. Print Area
 - ii. Centering a Title Above a Range.
4. a) What are the main components of the PowerPoint home screen? **(10 Marks)**
b) Explain the different view types available in power point. **(10 Marks)**
5. a) Elucidate on the Internet and discuss its advantages. **(10 Marks)**
b) List and Explain any four HTML elements. **(10 Marks)**
6. a) Briefly outline the features of Microsoft Windows. **(8 Marks)**
b) Clearly distinguish a well-paper from a screen saver. **(6 Marks)**
c) Write short notes on Application Window. **(6 Marks)**
7. a) Discuss the limitations of the internet. **(10 Marks)**

- b) Outline the Steps needed to share files using the mail. **(5 Marks)**
- c) Write short notes on FTP.**(5 Marks)**