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DMI-ST. EUGENE UNIVERSITY

ZAMBIA

DEGREE EXAMINATION – DECEMBER 2023

Semester: II

351SE39 OFFICE AUTOMATION TOOLS II

Time: 3:00 Hours

Max. Marks: 100

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

1. a) Briefly explain how to create envelopes in MS word? (5 Marks)
b) Give a brief description of a template and explain how we can create, edit and save a document as a template in MS word. (5 Marks)
c) Illustrate how to use the wizard to create a web site. (10 Marks)
2. a) Illustrate how you can add information to a bar graph in MS Excel? (10 Marks)
b) Explain how you can refer to data from other sheets in formulas in excel? (5 Marks)
c) Briefly illustrate how to create a payroll system using a template? (5 Marks)
3. a) Give a detailed explanation on how to create a databases to MS access? (10 Marks)
b) Explain the different types of queries in MS access. (5 Marks)
c) Differentiate the primary from foreign key. (5 Marks)
4. a) Illustrate how to create a customized slide show ? (10 Marks)
b) Shortly describe how to insert and change picture/image positions in power point? (5 Marks)
c) Briefly explain how to create and organization chart in MS power point?(5 Marks)
5. a) List out any five format tags used in HTML. (5 Marks)
b) If you want to display some HTML data in a table in tabular format, which HTML tags will you use? (5 Marks)
c) Briefly explain about the three types of lists in HTML. (5 Marks)
d) Briefly explain how to add an image to a web page in HTML. (5 Marks)
6. a) Briefly write about the three different layout views in MS word. (8 Marks)

- b) Explain any three ways of creating hyper-links in MS Word. **(7 Marks)**
- c) Illustrate how to use the Mail Merge feature in Word to create and to print form letters that use the data from an Excel worksheet. **(5 Marks)**
7. a) Explain any four different data types and properties in MS access. **(10 Marks)**
- b) Define and explain the working of a relational database system. **(5 Marks)**
- c) Briefly write about reports in MS access. **(5 Marks)**