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# DMI-ST. EUGENE UNIVERSITY

ZAMBIA

DEGREE EXAMINATION – JUNE 2023

Semester: I 551/552/252CS15/351SE38 OFFICE AUTOMATION TOOLS I

Time: 3:00 Hours

Max. Marks: 100

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

1. a) Illustrate how you would install and uninstall applications in an operating system? **(10 Marks)**  
b) Give a brief account on creating folders and shortcuts on a desktop. **(5 Marks)**  
c) Give an account on adding and removing programs on the start menu and task bar. **(5 Marks)**
2. a) Briefly write about how to create and save a new document in ms word? **(5 Marks)**  
b) Explain how the find and replace tool works in MS word? **(10 Marks)**  
c) Give a brief account on page orientation MS word. **(5 Marks)**
3. a) State the difference between a work book and a worksheet. **(5 Marks)**  
b) Write the formula for following:  
i. Sum  
ii. Average  
iii. Minimum  
iv. Maximum  
v. IF **(10 Marks)**  
c) Shortly write about freezing panes. **(5 Marks)**
4. a) Shortly write about adding slides to a presentation. **(5 Marks)**  
b) Explain the basic usage of the auto content wizard. **(5 Marks)**  
c) Give a brief note on 3D effects in MS power point. **(10 Marks)**
5. a) Outline the steps need to share files using the mail. **(5 Marks)**  
b) List and explain any four Html elements. **(10 Marks)**  
c) Give a brief account on Email. **(5 Marks)**
6. a) List and summarize the three main layout views found in MS word. **(6 Marks)**  
b) Shortly write about templates with examples. **(7 Marks)**

- c) Briefly write about headers and footers in MS word. **(7 Marks)**
7. a) Illustrate how to work with tables in MS excel? **(10 Marks)**
- b) What is the difference between being on a cell and in a cell in MS excel? **(5 Marks)**
- c) Shortly explain conditioned formatting in MS Excel. **(5 Marks)**