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DMI-ST. EUGENE UNIVERSITY

ZAMBIA

DEGREE EXAMINATION – DECEMBER 2023

Semester: II

055CS25 OFFICE AUTOMATION TOOLS II

Time: 3:00 Hours

Max. Marks: 100

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

1. a) Describe Autocorrect in MS word. Outline the procedure for autocorrecting. (10 Marks)
b) What is AutoText? Explain how it can be created and deleted. (10 Marks)
2. a) Define worksheet with respect to Excel. State the steps involved in inserting, renaming, copying and deleting a worksheet. (10 Marks)
b) Describe how Referring to Data From other Sheets in Formulas is done. (5 Marks)
c) What is goal seek? Explain how to use excel goal seek. (5 Marks)
3. a) Databases in Access are composed of four objects. Describe the objects. (10 Marks)
b) Explain 3 ways of creating a table in MS Access database. (10 Marks)
4. a) Illustrate the procedure for adding and removing a background picture on a slide. (10 Marks)
b) Elaborate with 6 points the importance of adding audio or sound to a presentation. State the procedure. (10 Marks)
5. a) Describe how to create your first web page with Notepad or Text Edit. (10 Marks)
b) Explain HTML in detail. State the structure and elements. (10 Marks)
6. a) Discuss procedure for defining a one-to-many or a one-to-one relationship in database. (10 Marks)
b) Explain different ways of preparing a report in MS Access. (5 Marks)
c) Define the following terms in Terms used in Access. (5 Marks)
7. a) Illustrate how to add table headers and borders in HTML with an example. (10 Marks)
b) Explain HTML lists in detail. Give examples. (10 Marks)