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DMI-ST. EUGENE UNIVERSITY

ZAMBIA

DEGREE EXAMINATION – JUNE 2024

Semester: I

551/552/252 CS 15 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 an account on creating folders/shortcuts on the desktop and write about how you can add programs to the start menu. (10 Marks)
2. a) List and summarize the three main layout views found in MS word. (6 Marks)
- b) Shortly write about templates with examples. (10 Marks)
- c) Briefly write about headers and footers in MS word. (4 Marks)
3. a) Illustrate how to work with tables in MS excel? (10 Marks)
- b) Shortly explain conditioned formatting in MS Excel. (10 Marks)
4. a) Explain the difference view types we have in power point and state the use of a text box.
(10 Marks)
- b) Elaborate the steps needed to change the design of a presentation. (10 Marks)
5. a) Briefly explain the usage of an anti-virus in a computer system. (5 Marks)
- b) Define, list and explain the different types of viruses. (10 Marks)
- c) Shortly write about web browsers with examples. (5 Marks)
6. a) List and explain the four main alignment types and state the difference between save and save as in MS Word. (10 Marks)
- b) Explain different ways of creating tables in MS word. (10 Marks)
7. a) Shortly write about adding slides to a presentation with examples of the different themes you can add to your presentation. (10 Marks)
- b) Give a brief note on 3D effects in MS power point. (10 Marks)