

Dr. Babasaheb Ambedkar Open University
Term End Examination February – 2026

Course	: BSCIT	Date	: 27/02/2026
Subject Code	: BSCIT-103	Time	: 11:30am to 01:45pm
Subject Name	: Office Automation Tools	Duration	: 02.15 Hours
		Max. Marks	: 70

Section A

Answer the following (Attempt any three)

(30)

1. Describe the key features and functionalities of Windows 7 operating system.
2. What are the different types of computer memory? Explain with examples.
3. Define Word Processing. Discuss the advantages of using Microsoft Word
4. Write short notes on formulas and functions in MS Excel with examples.
5. What is mail merge in Microsoft Word? Describe its use and process.

Section B

Answer the following (Attempt any four)

(20)

1. Explain the steps to format a document in Microsoft Word using font, paragraph, and page setup options.
2. Explain the features and uses of Microsoft Excel 2010.
3. Discuss the different types of charts available in MS Excel and their uses.
4. Describe how to apply slide transitions and animations in PowerPoint presentations.
5. What are cell references in Excel? Explain the difference between relative, absolute, and mixed references.
6. What is an IP address? Explain the difference between IPv4 and IPv6.

Section C

Part – A (Multiple Choice Questions)

(10)

Q-1 Which of the following is an example of an input device?

- | | |
|-------------|------------|
| A) Monitor | B) Printer |
| C) Keyboard | D) Speaker |

Q-2 Windows 7 is a type of:

- | | |
|-------------------------|---------------------|
| A) Application Software | B) Operating System |
| C) Programming Language | D) Utility Tool |

Q-3 In Microsoft Word, which shortcut key is used to copy selected text?

- | | |
|-------------|-------------|
| A) Ctrl + X | B) Ctrl + C |
| C) Ctrl + V | D) Ctrl + Z |

Q-4 In Microsoft Word, the “Bold” command is represented by:

- | | |
|------|------|
| A) B | B) I |
| C) U | D) O |

Q-5 In Microsoft Excel, which symbol is used to start a formula?

- | | |
|------|-------|
| A) & | B) = |
| C) # | D) \$ |

Q-6 Which Excel feature allows summarizing data quickly?

- | | |
|----------------|-----------------|
| A) Data Filter | B) Pivot Table |
| C) Goal Seek | D) Chart Wizard |

Q-7 In PowerPoint, a collection of slides is called a:

- | | |
|-----------------|-------------|
| A) Workbook | B) Document |
| C) Presentation | D) Database |

Q-8 Which file extension is commonly used for PowerPoint presentations?

- A) .xls
- B) .pptx
- C) .docx
- D) .pdf

Q-9 The Internet is best described as:

- A) A single computer
- B) A collection of networks
- C) An operating system
- D) A database

Q-10 In an email address, the part after “@” represents:

- A) Username
- B) Password
- C) Domain name
- D) File name

Part – B (State whether the following statements are true or false)

(10)

- 1 A monitor is an example of an output device.
- 2 Windows 7 is a hardware component.
- 3 Ctrl + V is the shortcut for pasting text in Microsoft Word.
- 4 In Excel, functions always start with the “+” symbol.
- 5 Pivot Table in Excel helps in data summarization.
- 6 PowerPoint is used mainly for text document editing.
- 7 The Internet and the World Wide Web are exactly the same.
- 8 An email client is used to send and receive emails.
- 9 “Slide Master” in PowerPoint is used to set a uniform design for slides.
- 10 In Excel, the “SUM()” function is used to find the total of a range of cells.
