

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

Course	: BSCIT	Date	: 18/07/2026
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. Explain different generations of computers in detail.
2. Explain Microsoft Word 2010. Discuss document creation, editing, formatting, page layout, and printing features.
3. Explain Microsoft Excel 2010. Discuss formulas, functions, cell referencing, charts, and Pivot Tables with suitable examples.
4. Explain Microsoft PowerPoint 2010. Discuss presentation creation, slide design, animation, transitions, and slide show features.
5. Discuss web browsers, search engines, e-mail services, and Internet safety practices.

Section B

Answer the following (Attempt any four) (20)

1. Explain primary memory and secondary memory with suitable examples.
2. Differentiate between RAM and ROM.
3. Explain Page Setup options available in Microsoft Word.
4. Explain relative, absolute and mixed cell references in Microsoft Excel.
5. Write a short note on Slide Master in Microsoft PowerPoint.
6. Explain the advantages of Cloud Storage and Online Collaboration tools.

Section C

Part – A (Multiple Choice Questions) (10)

Q.1 Which generation of computers introduced Integrated Circuits (ICs)?

- | | |
|---------------------|----------------------|
| A) First Generation | B) Second Generation |
| C) Third Generation | D) Fourth Generation |

Q.2 Which of the following is a volatile memory?

- | | |
|--------|-----------------|
| A) ROM | B) DVD |
| C) RAM | D) Blu-ray Disc |

Q.3 Which feature in Microsoft Word automatically creates a list of repeated letters or numbers?

- | | |
|----------------|---------------|
| A) AutoCorrect | B) AutoFormat |
| C) AutoText | D) AutoFill |

Q.4 Which Excel function returns the highest value from a selected range?

- | | |
|----------|------------|
| A) MIN() | B) MAX() |
| C) SUM() | D) COUNT() |

Q.5 Which chart is best suited to show the contribution of each category to a whole?

- | | |
|---------------|------------------|
| A) Line Chart | B) Scatter Chart |
| C) Pie Chart | D) Area Chart |

Q.6 Which PowerPoint view is mainly used to rearrange slides?

- A) Reading View
- B) Slide Sorter View
- C) Notes Page View
- D) Outline View

Q.7 Which protocol is commonly used to receive e-mails?

- A) HTTP
- B) FTP
- C) POP3
- D) SMTP

Q.8 Which device is commonly used to digitize printed photographs?

- A) Plotter
- B) Scanner
- C) Speaker
- D) Webcam

Q.9 Which storage device generally provides the largest storage capacity?

- A) CD
- B) DVD
- C) Blu-ray Disc
- D) Hard Disk Drive

Q.10 Which keyboard shortcut is used to start Slide Show from the beginning in Microsoft PowerPoint?

- A) F1
- B) F2
- C) F5
- D) F7

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

(10)

- 1 Fifth-generation computers are associated with Artificial Intelligence.
- 2 Cache memory is slower than the hard disk.
- 3 Microsoft Word provides Mail Merge functionality.
- 4 Conditional Formatting is an Excel feature.
- 5 Pivot Table is used for summarizing large datasets.
- 6 Slide Master allows common formatting for all slides.
- 7 SMTP is mainly used for sending e-mails.
- 8 A web browser is used to access websites on the Internet.
- 9 Cloud storage allows users to access files from different devices.
- 10 Antivirus software helps protect a computer from malware.
