

B. Sc. (Programme) THIRD SEMESTER EXAMINATIONS, 2021-22

RAMANANDA COLLEGE

Subject: Computer Science

Course Code: SP/CSC/304/SEC-1

Course ID: 31520

Course Title: Office Automation Tools (Practical)

Full Marks: 15

Time: 2 Hrs.

The figures in the margin indicate full marks

Problem= 10 marks, viva=05 marks

1. Answer *any one* of the following questions:

(10)

- a) Create a **telephone directory** using Microsoft Word:
 - The heading should be 16-point Arial Font in bold
 - The rest of the document should use 10-point font size
 - Other headings should use 10-point Courier New Font
 - The footer should show the page number as well as the date last updated.
- b) Design a time-table form for your college using Microsoft Word.
 - The first line should mention the name of the college in 16-point Arial Font and should be bold.
 - The second line should give the course name/teacher's name and the department in 14-point Arial.
 - Leave a gap of 12-points.
 - The rest of the document should use 10-point Times New Roman font.
 - The footer should contain your specifications as the designer and date of creation.
- c) The term wise marks for APS class of 20 students are stored in 3 separate EXCEL sheets named term1, term2 and term3. Create 4th worksheet that contains student names and their total and average marks for the entire year. Give proper headings using headers. Make the column headings bold and italic. The 4th worksheet should contain college name as the first line. Make it bold, italic and center it.
- d) Create five Power point slides. Each slide should support different format. In these slides explain areas of applications of IT. Make slide transition time as 10 seconds.

- e) Create five Power Point slides to give advantages/disadvantages of computer, application of computers and logical structure of computer.
- f) Create five Power Point slides detailing the process of internal assessment. It should be a self-running demo.