2025

(November-December)

COMPUTER SCIENCE
Paper: GEC-CSC-101

Office Automation Tools

Time: 2½ Hours   **Total Mark: 60**   **Pass Marks: 18**

(The figures in the right margin indicate full marks of the questions)

1. Answer the following questions *(Any six)*:   1×6=6
   a) What is an MS Office?
   b) What is drawing tools of MS Office?
   c) What is the use of the "Page Layout" tab in MS Word?
   d) Define a Spreadsheet.
   e) What is a Slide in Power Point?
   f) Mention one use of a Pivot Table in MS Excel.
   g) What is Cloud Computing?
   h) Write any two advantages of using Office 365.

2. Answer the following questions *(Any five)*   5×6=30
   a) Explain the steps involved in installing MS Office or Libre Office.
   b) Describe how to create tables in MS Word.
   c) What is formula and function in MS Excel? Give examples of any three common functions.
   d) Explain the process of creating and formatting a chart in a spreadsheet.
   e) Discuss the steps to add and format pictures, charts, and graphic objects in Power Point.

f) What are transitions and animations in presentations? Differentiate between the two.

g) Explain the concept of cloud office automation and list its benefits in modern workplaces.

3. Answer the following questions *(Any two)*   2×12=24

   a) What is Word Processing? Describe in detail the features of MS Word, including formatting, drawing tools, page setup, and printing.

   b) Explain in detail the features of MS Excel. How are charts, macros, and filtering used for data analysis?

   c) Discuss the major components and advantages of Office 365 as a cloud-based automation platform. How does it differ from traditional desktop office suites?

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