

52 (1) ITB-HG-1026

2023

OFFICE AUTOMATION

Paper : ITB-HG-1026

Full Marks : 60

Time : Three hours

The figures in the margin indicate full marks for the questions.

Answer **any twelve** questions : $5 \times 12 = 60$

- (a) Explain various features of MS-Word.
- (b) What do you mean by desktop publishing ? Write *any two* features of DTP.
- (c) Discuss the different features of MS-PowerPoint.
- (d) Write some commands in MS-Excel and also discuss its applications.
- (e) Explain various types of charts in MS-Excel.

Contd.

- (f) Explain the steps to create and edit a document in MS Word.
- (g) Write about relative and absolute referencing in MS-Excel.
- (h) How do transitions help to make the presentation attractive ?
- (i) Write the simple steps to encrypt a PowerPoint file with a password.
- (j) Tell us the simple steps to encrypt a PowerPoint file with a password.
- (k) How can you create a watermark in a document in MS Word ?
- (l) How can you insert sound into an MS Word document ?
- (m) What is MS Word, and why is it mainly used ?
- (n) Explain the SUM and SUMIF functions.
- (o) What are the different types of COUNT functions in Excel ?