**I Semester Degree Examination, March/April 2023**
**(NEP) (2021-22 and Onwards) (F+R)**
**SKILL ENHANCEMENT COURSE**
**Office Management Tools**

Time : 1½ Hours

Max. Marks : 30

*Instructions :* 1) **Part – A :** *Answer **any** 5 questions.*
2) **Part – B :** *Answer **any** 4 questions.*

## PART – A

Answer **any 5** questions. **Each** carries **2** marks.                                    (5×2=10)

1. List any four input devices.

2. Name the feature of MS-office that saves the document automatically after certain period of interval.

3. What is Format Painter ? Draw the icon.

4. List any two editing features of word processor.

5. How do you enter the given expression in the formula bar
$\sqrt{b^2 - 4ac}$ ?

6. List different types of slide show mode.

7. Compare Count() and Count if () function.

8. List any four data types used to declare fields in MS-Access.

## PART – B

Answer **any 4** questions. **Each** carries **5** marks.                                    (4×5=20)

9. With a neat diagram, explain different components of computer.

10. Explain any 5 basic features of Word processing documents.

11. Write a short note on :

    a) Macros.

    b) Creation of hyperlink.

    c) Protecting and sharing of documents.

12. Explain any 5 statistical functions with syntax and example.

13. From the given worksheet template, calculate :

    a) Total salary of employee.

    b) Count the No. of employee with 'B' grade.

    c) Steps to draw Bar graph for Emp. name vs salary.

| Emp. Id | Emp. Name | Dept. | Salary | Grade |
|---|---|---|---|---|
| 101 | XYZ | Marketing | 52,000 | B |
| 102 | PQR | Accounts | 64,000 | B |
| 103 | STG | IT | 86,000 | A |

14. Write the step to create a report based on the Student table.

Student :

| Field | Data type | Field size |
|---|---|---|
| ID | text | 10 |
| Name | text | 25 |
| Date of Birth | Date/time | Medium Date |