G. VENKATASWAMY NAIDU COLLEGE (AUTONOMOUS), KOVILPATTI – 628 502.

UG DEGREE END SEMESTER EXAMINATIONS - APRIL 2025.
(For those admitted in June 2023 and later)

PROGRAMME AND BRANCH: B.C.A.

SEM	CATEGORY	COMPONENT	COURSE CODE	COURSE TITLE
II	PART- IV	SEC - 3	U23CA2S3	OFFICE AUTOMATION

Date & Session: 06.05.2025/FN   Time : 2 hours   Maximum: 50 Marks

Bloom's K-level	Q. No.	SECTION – A (5 X 10= 50 Marks) Answer ALL Questions choosing either (a) or (b).
K3	1	List of the most common input devices along with brief information about each of them. **(OR)** Compare DOS, UNIX, and Windows operating systems.
K4	2.	Write the steps to add header and footer in a word document in MS Word with neat diagram. **(OR)** Classify the key elements of document formatting in Microsoft Word.
K4	3.	Explain the use of SUM, AVERAGE, COUNT, and IF functions in Excel. **(OR)** Construct the fundamental concepts and principles of introduction to data analytics.
K5	4.	Define and explain the following database concepts with examples: Data Field, Record, and File. **(OR)** How do you effectively design queries and reports from a database?
K5	5.	Discuss briefly about adding audio and video in Power point presentation. **(OR)** Applying special object in Microsoft Power Point explain it.