Reg. No.: | | | | | | | | |

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

UG DEGREE END SEMESTER EXAMINATIONS - APRIL 2025.
(For those admitted in June 2021 and later)

PROGRAMME AND BRANCH: B.A., B.COM., B.B.A., B.Sc. AND B.C.A.

SEM	CATEGORY	COMPONENT	COURSE CODE	COURSE TITLE
VI	PART - IV	OPEN ELECTIVE	U21CS6OE	MS-OFFICE

Date & Session: 07.05.2025 / FN   Time : 3 hours   Maximum: 100 Marks

Q. No.	SECTION – A (10X 10= 100 Marks) Answer any Ten Questions.
1.	Define a word processor and explain the basics of Microsoft Word.
2.	Describe the steps for Opening Microsoft Word, Saving a Document, and Closing the Application.
3.	Demonstrate how to check spelling, apply automatic correction of errors, and print a document in Microsoft Word.
4.	List the steps to set the left, right, top, and bottom margins in a document.
5.	Explain how to insert and delete rows and columns in a table in Microsoft Word.
6.	Show how to format a document by adding text at the top (header) and bottom (footer) of each page.
7.	Define a spreadsheet and explain the basic features of Microsoft Excel.
8.	Describe the functions of Microsoft Excel and explain the Excel Work Environment.
9.	Illustrate how to format a spreadsheet and create a basic graph using Excel.
10.	What is a cell and cell address? Describe the components of an Excel workbook.
11.	Explain how to perform mathematical calculations using cell addresses in Microsoft Excel.
12.	Demonstrate how to enter data, modify entries, and use formulas in Microsoft Excel.
13.	Define Microsoft PowerPoint and describe the steps for creating and saving a presentation.
14.	Explain how to add graphics, charts, and tables to a PowerPoint presentation.
15.	Illustrate the process of applying slide transitions and printing PowerPoint slides.