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

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.Sc., ELECTRONICS

SEM	CATEGORY	COMPONENT	COURSE CODE	COURSE TITLE
II	PART - IV	SEC - 3	U23EL2S3	MS 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.	How do you use copy and paste command in MS word? **(OR)** How to close a document in MS word?
K4	2.	Interpret the procedure for adding a table to a word document. **(OR)** Express the steps to check the spellings of the text entered in a word document.
K4	3.	Infer the method to save a workbook in Microsoft Excel. **(OR)** Analyze the steps in Microsoft Excel to print a worksheet.
K5	4.	Examine the Procedure to create a Blank presentation in MS PowerPoint. **(OR)** Evaluate the steps involved in Exiting a Microsoft PowerPoint.
K5	5.	Assess the procedure for creating a table in MS Access. **(OR)** Categorize the types of query in MS Access.

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