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., MATHEMATICS

SEM	CATEGORY	COMPONENT	COURSE CODE	COURSE TITLE
II	PART - IV	SEC - 3	U23MA2S3	COMPUTING SKILLS (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.	What are the different text editing styles available in MS word, and how can they be applied? **(OR)** How can you create a new document with a heading and set the margins in MS word?
K3	2.	What are the steps to create and edit a table in MS word document? **(OR)** How can you create a flowchart using shapes like ellipses and rectangles in a document?
K4	3.	How do you write a letter to a friend using at least two paragraphs in MS Word, including proper formatting and structure? **(OR)** How can mathematical symbols, subscript, superscript, and equations be created and edited in MS word?
K4	4.	What are the steps to open and set up a new mail merge document in MS Word? **(OR)** How can a spreadsheet be used to create a payroll worksheet, and what functions are commonly used in payroll calculations?
K5	5.	What are the steps to input data into a spreadsheet and plot a graph to represent students' marks? **(OR)** How do you create a PowerPoint presentation with five slides, and what features can enhance its effectiveness?

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., MATHEMATICS

SEM	CATEGORY	COMPONENT	COURSE CODE	COURSE TITLE
II	PART - IV	SEC - 3	U23MA2S3	COMPUTING SKILLS (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.	What are the different text editing styles available in MS word, and how can they be applied? **(OR)** How can you create a new document with a heading and set the margins in MS word?
K3	2.	What are the steps to create and edit a table in MS word document? **(OR)** How can you create a flowchart using shapes like ellipses and rectangles in a document?
K4	3.	How do you write a letter to a friend using at least two paragraphs in MS Word, including proper formatting and structure? **(OR)** How can mathematical symbols, subscript, superscript, and equations be created and edited in MS word?
K4	4.	What are the steps to open and set up a new mail merge document in MS Word? **(OR)** How can a spreadsheet be used to create a payroll worksheet, and what functions are commonly used in payroll calculations?
K5	5.	What are the steps to input data into a spreadsheet and plot a graph to represent students' marks? **(OR)** How do you create a PowerPoint presentation with five slides, and what features can enhance its effectiveness?