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G. VENKATASWAMY NAIDU COLLEGE (AUTONOMOUS), KOVILPATTI – 628 502.**UG DEGREE END SEMESTER EXAMINATIONS - NOVEMBER 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 : 14.11.2025/FN**Time : 2 hours****Maximum: 50 Marks**

Bloom's K-level	Q. No.	SECTION – A (5 X 10= 50 Marks) Answer <u>ALL</u> Questions choosing either (a) or (b).
K3	1a.	List of the most common input devices along with brief information about each of them.
	1b.	(OR) Compare DOS, UNIX, and Windows operating systems.
K4	2a.	Write the steps to add header and footer in a word document in MS Word with neat diagram
	2b.	(OR) Discuss the Mail Merge feature in MS Word, its importance, and how to use it step by step.
K4	3a.	Explain the use of SUM, AVERAGE, COUNT, and IF functions in Excel.
	3b.	(OR) Construct the fundamental concepts and principles of introduction to data analytics
K5	4a.	Explain the concept of Database Management System (DBMS) and its advantages over the traditional file management system.
	4b.	(OR) Define and explain the following database concepts with examples: Data Field, Record, and File.
K5	5a.	Explain in detail about adding transition effect to the presentation in MS PowerPoint.
	5b.	(OR) Discuss briefly about adding audio and video in Power point presentation.