

First Semester FYUGP Degree (Reg/Sup) Examination
November 2025
KU1DSCCSC104 - OFFICE AUTOMATION SOFTWARE
2024 Admission onwards

Time : 1.5 hours

Maximum Marks : 50

Section A

Answer any 6 questions. Each carry 2 marks.

1. Define the AVERAGE and MEDIAN functions.?
2. What is the difference between CONCAT and PROPER functions?
3. What are cells, rows, and columns in a spreadsheet?
4. List five basic functions used in spreadsheets (e.g., SUM, AVERAGE, MAX)?
5. What is the purpose of headers and footers in a document?
6. What is Mail Merge in Word?
7. What is the first step in getting started with the Word interface?
8. Define paragraph indentation in word processing?

Section B

Answer any 4 questions. Each carry 6 marks.

9. Explain the steps involved to insert an image into a document. Analyze how formatting options such as wrap text and resizing affect the placement of images.?
10. Describe the steps to insert a page number in a document and format it.?
11. Explain how password protection and editing restrictions can be applied to a document. Analyze the situations in which these features would be most useful.?
12. Explain the steps to create and save a new document in a word processor.?
13. Compare and contrast different text alignment options (left, center, right, justify) and their impact on the overall document presentation.?
14. Explain how to use paragraph indentation and bullet points to organize a list of items effectively.?

Section C

Answer any 1 questions. Each carry 14 marks.

15. Create a clean and standardized list of customer names using CONCAT, UPPER, LOWER, and PROPER functions. Explain how these functions improve data quality and usability.?
16. Explain the steps involved in creating and formatting a chart in a spreadsheet. Provide examples of common chart types and their uses.?

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