882

Roll No. ....

COASS-103

OFFICE AUTOMATION TOOLS

Certificate in Office Automation & Soft Skills (COASS)

First Semester Examination, 2021 (Winter)

Time : 2 Hours]   **Max. Marks : 100**

Note : This paper is of Hundred (100) marks divided into two (02) Sections A and B. Attempt the questions contained in these sections according to the detailed instructions given therein.

SECTION–A

(Long Answer Type Questions)

Note : Section 'A' contains Five (05) long answer type questions of Twenty six (26) marks each. Learners are required to answer any Two (02) questions only.

(2×26=52)

1. (a)   Define the different types of Computers. Also explain the functions of Operating System in a digital computer.

[14]

(b) Define the different document views in MS Word.

[12]

2. (a) Why primary memory is an essential component of a Computer System? Define the types of primary memories used in a computer system. [14]

(b) Differentiate between RAM and ROM. [12]

3. (a) List and briefly explain the following functions used in MS Excel, as- Sum(), Max(), Min(), Left(), Right(), Days(), Now(). [14]

(b) Write the steps to create a table in MS Word. And also mention how to add and delete rows and columns in a table? [12]

4. (a) Write a note on Solid State Disk (SSD). [14]

(b) How to create a presentation in MS PowerPoint? How can we rearrange slides in PowerPoint? [12]

5. (a) How MS Excel is useful to store and analyze data? Explain. How will you take printout from excel sheet? [14]

(b) Why data security is important for all of us? Define in bullet points. [12]

SECTION–B

(Short Answer Type Questions)

Note : Section 'B' contains Eight (08) short answer type questions of Twelve (12) marks each. Learners are required to answer any Four (04) questions only.

(4×12=48)

1. (a) How to create a custom design template in MS PowerPoint? [6]

(b) How can apply Header and Footers in a Word document? Define in bullet points. [6]

2. (a) Briefly define the font tab group available in MS Word. [6]

(b) Define key features of Insert tab in MS Word. [6]

3. (a) Explain "Page Setup" option in MS word. [6]

(b) Write steps to change Margin space in MS Word. [6]

4. (a) How conditional formatting works in MS Excel. Explain. [6]

(B) Write down the keyboard shortcuts for the following- Justify, Print, Redo. [6]

5. How to create charts in MS Excel? Define in steps. [12]

6. How to use Bullets and Numbering option in MS Word? To support your explanation, define in step wise process of using bullets and numbering. [12]

7. What do you understand by Computer peripherals? Explain. [12]

8. Define the following in context to MS Excel- Cell Formatting, Filters, Sorting. [12]

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