

Total Pages : 5

Roll. No. :

Examination Session June-2022

(First Semester)

COASS-103

(Certificate in Office Automation & Soft Skills)

[Office Automation Tools]

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) 2×26 = 52

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) What is computer system ? Explain the types of computers. 14
- (b) Define Memory, disks, optical disks & flash memory. Also differentiate between optical disk, flash memory and SSD. 12
2. (a) Explain file system in general. How a file can be uploaded to file/hosting server ? Explain with example. 14
- (b) Explain and differentiate email, chat-rooms and instant messaging. 12

3. (a) In how many ways the autofill option can be implemented in MS Excel ? Explain the steps. 6
- (b) How can we implement filter and sub-total in MS-Excel ? 6
4. (a) What is MS Power Point ? Explain the benefits of MS Power Point over manual presentation. 6
- (b) How can we create a template in MS Power Point ? Exemplify your answer. 6
5. What is controlling page layout in MS Word ? Explain in detail. 12
6. What are formulas and functions in MS-Excel ? 12
7. How to create Slide Master in MS Power Point ? Explain speaker notes, and handouts. 12
8. Write down the applications on MS-Excel. 12

3. (a) What is word processor ? Discuss the salient features and utilities of MS-Word. 14
- (b) Explain MS Word formatting toolbar and its features in detail. 12
4. (a) What is MS Excel ? Differentiate workbook and worksheet with example. 14
- (b) Discuss the formatting in MS Excel. Also write the steps of data formatting and cell formatting. 12
5. (a) Discuss about online discussion forum. Write the steps of sharing calendar to the team mates for scheduled online-meeting. 14
- (b) How to protect the company's/organization's data from any kind of fraud or hacking. Write down the security checklist that should always be considered while storing or using private data. 12

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SECTION—B

(Short Answer Type Questions) 4×12 = 48

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) Write about the category of operating systems.
How we can create folder in windows operating system. 6
- (b) Differentiate the use of POP3 and IMAP while using e-mail. 6
2. (a) In how many ways one can view the MS Word document. Briefly explain every view. 6
- (b) Explain left indent, right indent, left tab, center tab, right tab and decimal tab in MS Word ? 6

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