

UNIT-II

3. a) Explain any five statistical / financial functions in MS-Excel. 6

OR

- b) Explain various types of graphs in MS-Excel. 6

UNIT-III

4. a) Using MS-Access create a structure of student database.
(Use your own fields) 6

OR

- b) Assuming a student database is available in MS-Access, write any five queries of your choice. 6

UNIT-IV

5. a) Explain the features of 'actions' in MS-Outlook. 6

OR

- b) Explain how to manage tables and events in MS-Outlook. 6

UNIT-V

6. a) Explain various animation schemes that are used in MS-Power Point. 6

OR

- b) What is multimedia? Explain various tools of multimedia. 6

[41/IIT/108]

[41/IIT/308]

[MURBM 206 / MPIBA 0206]
BBM & IMBA DEGREE EXAMINATION

II TRIMESTER

OFFICE AUTOMATION

(Effective from the admitted batch 2008–09)

Time: 3 Hours

Max.Marks: 40

Instructions: All parts of the unit must be answered in one place only.
Figures in the right hand margin indicate marks allotted.

SECTION-A

1. Answer any **FIVE** of the following
Each answer should not exceed one page. (5 x 2 = 10)
- a) What is office automation?
 - b) Define Frames.
 - c) What is the difference between 'save and 'save as' in saving a file?
 - d) Explain the difference between 'data' and 'database'.
 - e) Explain the advantage of using form in MS-ACCESS
 - f) What is 'export' and 'import' in MS-Outlook?
 - g) What is a Junk e-mail?
 - h) Write 2 advantages and 2 limitations of MS-Power Point.

SECTION-B

Answer the following

UNIT-I

2. a) Explain various formatting features of MS-Word with suitable examples. 6
- OR**
- b) What is mail-merge? Write the procedure of mail-merge to send interview letters to the candidates for the post of 'Programming Officer in EDP'. Use your own examples. 6

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