



UTTARAKHAND OPEN UNIVERSITY, HALDWANI (NAINITAL)
उत्तराखण्ड मुक्त विश्वविद्यालय, हल्द्वानी (नैनीताल)

CCA-11 ASSIGNMENT

Last Date of Submission: 15 Jan, 2013

Course Title: Tools For Office Automation

Course Code: CCA-02

Year: 2012-13

Maximum Marks: 20 Marks

Section 'A'

Section 'A' contains 08 short answer type questions of 2.5 marks each. Learners are required to answer 4 questions only. Answers of short answer-type questions must be restricted to 250 words approximately.

1. What are the features of Windows XP?
2. Explain the different options available in search tool of Windows XP?
3. What is the use of the Tab key? How the Tab key can be set?
4. What is the use of header and footer in a word document? How header and footer can be inserted in a document?
5. Write down the steps to draw a column chart in Excel.
6. What are the purposes for which MS-Powerpoint can be used?
7. What do you mean by animation? Write down the steps for applying an animation effect?
8. Explain the different steps to create a table using the datasheet view.

Section 'B'

Section 'B' contains 04 long answer-type questions of 5 marks each. Learners are required to answer 02 questions only.

1. What do you mean by Spreadsheet? Give one example of a popular Spreadsheet.
2. What are the different types of operators used in MS-Excel?
3. What are the different types of views of PowerPoint presentation? What view is useful to see possibly all the slides in a single window?
4. What do you mean by a table? What is the difference between a database and a table?