



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

CCA-II
ASSIGNMENT

Last Date of Submission: 15/01/2014

Course Title: Tools For Office Automation

Course Code: CCA-02

Year: 2013-14

Maximum Marks: 20

Section 'A' contains 08 short answer type questions of 2.5 marks each. Learners are required to answers 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. In windows XP why Control Panel is used?
3. What is page break?
4. What is the use of header and footer in a word document? How header and footer can be inserted in a document?
5. How page number can be displayed in header and footer in a document?
6. What do you mean by Spreadsheet? Explain.
7. Write down the steps to exit the MS-Excel application.
8. How you will insert more than one rows above an existing row? Explain the steps.

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

1. Describe the different ways to use a function in MS-Excel.
2. What do you mean by animation? Explain and write down the steps for applying for applying an animation effect.
3. What do you mean by a table? What are the different ways to creates table in MS-Access.?
4. Explain the different steps to create a database using the database wizard.