



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

CCA-11
ASSIGNMENT

Last Date of Submission: 15/01/2015

Course Title: Tools For Office Automation

Course Code: CCA-02

Year: 2014-15

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 do you mean by a table? What are the different ways to creates table in MS-Access.?
2. What is primary key? Why is it used in a table?
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. Define foreign key?
6. What do you mean by Spreadsheet? Explain.
7. In Windows XP why Control Panel is used?
8. What are the different types of operators used in MS-Excel?

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

1. What is chart? Explain the different types of chart available in MS-Excel.
2. What do you mean by animation? Explain and write down the steps for applying for applying an animation effect.
3. Explain the different steps to create a database using the database wizard.
4. Explain the various types of toolbars in word.