



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

CCA-11  
ASSIGNMENT

*Last Date of Submission: 15/07/2015*

**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 are the different ways to create tables in MS-Access?
2. What is primary key? Why is it used in a table?
3. What is DMBS? Why is it used?
4. What do you mean by animation?
5. Define foreign key?
6. What do you mean by Spreadsheet? Explain.
7. Write down the steps to draw a Column Chart.
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. Describe the different ways to use a function in MS-Excel.
2. Describe the steps to create a new table.
3. Explain the various types of toolbars in word.
4. Explain the features of Windows XP?