



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

CCA-11
ASSIGNMENT

Last Date of Submission: 15/01/2016

Course Title: Tools For Office Automation

Course Code: CCA-02

Year: 2015-16

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 is the use of macros in excel?
2. What is Recycle Bin? Explain usage of it.
3. Write detailed notes on "My Computer".
4. What are the different ways to create tables in MS-Access?
5. What are the different types of operators used in MS-Excel?
6. What is primary key? Why is it used in a table?
7. Explain the features of Ms-Excel.
8. What are the views available in Power Point? Explain.

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

1. Explain the different types of charts available in Excel.
2. Explain the important features of M.S Access.
3. Discuss the toolbars available in MS-Word.
4. What is an operating system? Explain the types of an operating system.