



THE AMERICAN COLLEGE, MADURAI

(An Autonomous Institution Affiliated to Madurai Kamaraj University)
Re-accredited (2nd Cycle) by NAAC with Grade “A”, CGPA – 3.46 on a 4-point scale

Backlog Arrear Examination, March 2021

COURSE CODE : COS 1280

TIME : 2 Hrs

COURSE TITLE : Office Automation tools

MARKS : 60

PART – A

Answer ANY Four questions.

4 * 15 = 60

1. Explain the file menu in MS-Word
2. Write about a) paragraph formatting b) formatting a table in MS-Word
3. Discuss about formatting a worksheet in Excel
4. Write the steps for creating charts using wizard in Excel
5. What are the various presentation options in PowerPoint?
6. Write about the uses of database