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: CIT 1404   **MARKS : 75**

COURSE TITLE: Business Application Packages   **TIME : 3 HRS**

PART - A

Answer any 5 questions   **5 x 15 = 75**

1. Explain about the Find and Replace Commands in MS Word.

2. Elaborate the steps to create a table in MS Word.

3. What is Workbook Window in MS Excel? Write the steps to do the following :

    a) Rename a Worksheet

    b) Insert a new worksheet

    c) Delete a worksheet

    d) Copy a worksheet

    e) Move a worksheet

    f) Change the worksheet color

4. How do you insert Picture and Clip art in the PowerPoint? Explain.

5. Explain the Page Maker Environment.

6. Elaborate the necessary steps to change the font size, style and color in MS Word

7. Write any 10 MS Word Short cut Keys with its Explanation.