DSC 3C: Office Automation Tools

Unit-I: MS-Excel: features of MS-Excel, Parts of MS-Excel window, entering and editing data in worksheet, number formatting in excel, different cell references, how to enter and edit formula in excel, auto fill and custom fill, printing options.

Unit-II: Formatting options: Different formatting options, change row height, formulae and functions, Functions: Meaning and advantages of functions, different types of functions available in Excel.

Unit-III: Charts: Different types of charts, Parts of chart, chart creation using wizard, chart operations, data maps, graphs, data sorting, filtering, Excel sub totals, scenarios, what-if analysis, Macro: Meaning and advantages of Macros, creation, editing and deletion of macros - Creating a macro, how to run, how to delete a macro.

Unit-IV: MS Access: Creating a Simple Database and Tables: Features of MS-Access, Creating a Database, Parts of Access, Tables: table creation using design view, table wizard, data sheet view, import table, link table, Forms: The Form Wizard, design view, columnar, tabular, data sheet, chart wizard.

Unit-V: Finding, Sorting and Displaying Data: Queries and Dynasts, Creating and using select queries, Returning to the Query Design, Multi-level sorts, Finding incomplete matches, showing All records after a Query, saving queries - Crosstab Queries, Printing Reports: Form and Database Printing, Relational Databases: Flat Versus Relational, Types of Relationships, Viewing Relationships, Defining and Redefining Relationships, Creating and Deleting Relationships.

Reference Books:
B.COM(CA) DEGREE EXAMINATION
MODEL PAPER

II YEAR – III SEMESTER

SUBJECT: Office Automation Tools

TIME: 3 HOURS
Max. Marks: 75

Answer any FIVE Questions. (5 x 15 = 75 Marks)

1) Explain various parts of MS-Excel Window.

2) Explain different Formatting Options in Excel.

3) Explain different types of Functions with Examples.

4) What is a Chart. And Write the steps for creation of a Chart.

5) What is a Macro. And Write the steps for creating and running a Macro.

6) Explain various Database Objects in Access.

7) Explain the steps for creation of Database.

8) What is a Relationship. And Explain different types of Relationships.