

12-18

B.Com (Res)

IIIrd Sem

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:

1. Ron Mansfield, Working in Microsoft Office, Tata McGraw Hill(2008)
2. Ed Bott, Woody Leonhard, Using Microsoft Office 2007, Pearson Education(2007)
3. Sanjay Saxena, Microsoft Office, 4. Microsoft Office, BPB Publications

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B.COM(CA) DEGREE EXAMINATION

MODEL PAPER

IInd YEAR -III SEMESTER

TIME: 3 HOURS

SUBJECT: Office Automation Tools

Max. Marks: 75

Answer any FIVE Questions.

(5*15 = 75 Marks)

1) Explain various parts of MS-Excel Window.

MS-Excel విండోలోని అంశాలను వివరించుము

2) Explain different Formatting Options in Excel.

Excel లోని వివిధ ఫార్మాటింగ్ ఆప్షన్లను వివరించుము

3) Explain different types of Functions with Examples.

వివిధ రకాల ఫంక్షన్లను ఉదాహరణలతో వివరించుము

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

చార్టు ఏమిటి? చార్టును క్రియేట్ చేయు విధానాన్ని వివరించుము

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

మార్క్రో ఏమిటి? మార్క్రోను క్రియేట్ మరియు రన్ చేయు విధానాన్ని వివరించుము

6) Explain various Database Objects in Access.

MS-Access లోని వివిధ డేటాబేస్ ఆబ్జెక్టులను వివరించుము

7) Explain the steps for creation of Database.

డేటాబేస్ను క్రియేట్ చేయు విధానాన్ని వివరించుము

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

రెలేషన్ షిప్ ఏమిటి? వివిధ రకాల రెలేషన్ షిప్లను వివరించుము

K. Gangadhar

newspaper