

QP CODE

C1114

Enrollment Number:

Name:

B.A. DEGREE EXAMINATIONS, AUGUST 2025
Second Semester
B.A. Nano Entrepreneurship
B23CA02AC – Software for Office Management
(2024 July admissions)

Time: 3 Hours

Max Marks: 70

Section A

Answer any ten of the following questions in a word or sentence each. Each question carries 1 mark.

1. Define Office Management.
2. Give any two examples for Cloud Storage.
3. What do you mean by 'indexing' in the context of filing?
4. What is open-source software?
5. Identify the purpose of 'Find and Replace' tool.
6. What is hyphenation?
7. Name the pane used to search within a Word Document.
8. Identify the use of the shortcut key Ctrl+b in a Word Document.
9. In which year did Microsoft release Microsoft Word 1.0 for MS-DOS?
10. What does the abbreviation PDF stand for?
11. What do you mean by Word Online?
12. Define Dialog Launcher in MS Excel?
13. Identify the fastest way to hide the Excel Ribbon.
14. Name the function in MS Excel that is used to calculate the total based on multiple criteria.
15. What is the shortcut key to insert a new worksheet in MS Excel?

(1X10=10)

Section B

Answer any five of the following questions in two or three sentences each. Each question carries 2 marks.

16. What are the applications of Google Forms?
17. Identify the elements of Office Management.
18. What are the four fundamental freedoms offered by Free Software?
19. Compare the Copyleft License and the Permissive License.
20. What are the Font selection options available in MS Word?

21. List the view options to customize the MS Word workspace.
22. What is the function of the Quick Access Toolbar(QAT)?
23. Identify the steps to install MS Excel.
24. How to import data from a Text file to an Excel file?
25. How can you move a worksheet in MS Excel?

(2X5=10)

Section C

Answer any five of the following questions in one page each. Each question carries 4 marks.

26. Explain the objectives of Office Management.
27. Describe the Loose-Leaf index and Vowel index with an example.
28. Discuss any four features of Google Forms.
29. Explain the latest trends in free software and their potential impacts on technology.
30. How to insert a hyperlink to another part of the same document by using the Navigator?
31. Explore the interface of Open Office Writer.
32. Discuss the key features of the Status Bar in MS Word.
33. Explain the different types of lists in MS Word.
34. Discuss the steps to create and manage Charts in MS Excel.
35. Discuss the role of formatting and themes in enhancing the presentation of Excel reports.

(4X5=20)

Section D

Answer any two of the following questions in three pages each. Each question carries 15 marks.

36. Discuss in detail about the different types of Document Filing Systems.
37. Explain the Character Formatting and Paragraph Formatting options available in Open Office Writer.
38. Discuss the steps to prepare a document for publishing with an example.
39. Illustrate MS Excel functions AND, NOT, and COUNTIFS with suitable examples.

(15X2=30)