

**S.P.U. (P.G.) College, Falna**  
**(Affiliated to Jai Narain Vyas University, Jodhpur)**

**Assignment for Semester I - 2023-24**

**Programme:** B.C.A.  
**Subject/Course Name & Code:** OFFICE TOOLS LABORATORY  
CSA5002P

**Max. Marks: 30**

**Note:** The question paper is divided into **Two sections A and B**. Write answers as per given instructions.

**Section A**

**(Very Short Answer Type Questions)**

**Note:** Answer all questions. Give answer in **One Word or One Sentence or maximum up to 30 Words**. Each question carries 2 marks. (5X2=10)

Q.1

- (A) Write the steps for create new folder in windows.
- (B) What is difference between Save and SaveAs.
- (C) What is workbook, worksheet, cell and how many Rows and Columns in Ms-Excel 2013 worksheet.
- (D) Write the function of shortcut keys in Windows -  
Ctrl+X      Ctrl+V      Ctrl+P      Ctrl+S      Ctrl+J      Ctrl+Z  
Ctrl+U      Ctrl+W      Ctrl+A      Ctrl+N      Ctrl+O      F7
- (E) What is difference between header and footer in Ms-Word.

## **Section B**

### **(Long Answer Type Questions)**

**Note: Answer any two questions selecting one question from each pair (A OR B). Give answer maximum up to 500 Words. Each question carries 10 marks. (2X10=20)**

Q.2 (A) What is Mail Merge in Ms-Word? How to use this facility? Describe it step by step.

**OR**

(B) Create a power point presentation to present your institution detail, create at least 7 slides with animation effects. Describe it step by step.

Q.3 (A) Create a salary statement of an organization of 10 employees in Ms-Excel (S.No., Name, Designation, Basic Salary, D.A., H.R.A., P.F., G.P.F., Net Salary). Describe it step by step.

**OR**

(B) Create a Student Table in Ms-Access (Rno, Name, Fname, Class, Address, Mobileno) and insert 5 records in it and delete one record. Describe it step by step.