

KANDI RAJ COLLEGE
BSC SEM III [GEN]
(COMPUTER SCIENCE)
SEC PRACTICAL EXAM[UG-G-SEC-P-301]
OFFICE AUTOMATION TOOLS [SEC 1]

TIME -90 minutes

ANSWER ANY FOUR QUESTIONS:

(4x10=40)

1. What is MS Word? Write an Invitation Letter to some dignitaries on the occasion of "Rabindra Jayanti " in your college campus using Mail Merge Application
2. Generate Salary Sheet of n organization and make a pie chart on it.
3. Make a complete student database using MS Office Access and generate a simple report . Write all the steps.
4. Design a letterhead of your own college mentioning phone no email if and website of the college .
Write all the steps.
5. Design a visiting card. Write all the steps .
6. Generate a Mark sheet of your class with a mandatory column of Grade using MS EXCEL.
7. Generate a PowerPoint presentation of your College Library .
