S–2949

Sub. Code
23BSOA1

B.Sc. DEGREE EXAMINATION, APRIL 2024

Software

Allied — OFFICE AUTOMATION

(CBCS – 2023 onwards)

Time : 3 Hours Maximum : 75 Marks

Part A (10 × 2 = 20)

Answer **all** questions.

1. Write the use of 'File menu' in MS word.

2. Say the steps to save a document.

3. Write the ways to change the look of characters.

4. Comment on 'Line spacing'.

5. How give a new name to a 'Work sheet'.

6. Write the types of content of a cell.

7. Why MS-Access?

8. Mention the steps to rename the table.

9. How to insert a new slide in the middle?

10. Say about theme of a slide.

Part B (5 × 5 = 25)

Answer **all** questions choosing either (a) or (b).

11. (a) How to create a document and print that?

Or

(b) Write about correcting spelling and grammatical errors.

12. (a) Explain about formatting text and paragraphs.

Or

(b) How to do calculations in a table of MS-Word?

13. (a) Explain how to enter and revising data in Excel.

Or

(b) Write the steps to find and replace data in MS-Excel.

14. (a) Explain the parts of MS-Access window.

Or

(b) Write a note on 'Form' in MS-Access.

15. (a) Explain how to add and manipulate text boxes in a slide.

Or

(b) Write the steps to change the layout of a slide.

Part C

$(3 \times 10 = 30)$

Answer any **three** questions.

16. Discuss on the preparation of a biodata in MS-Word.

17. Insert a table in MS-Word for your register number, name, marks in five subject and do calculation for the total.

18. Create a table in Excel to show the following information and how to calculate the percentage of male and female.

States in India	Total Population	Male	Female	Male %	Female %

19. Discuss about reports in MS-Access.

20. Design a presentation to show the different herbal plants and its uses.

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S–2950	Sub. Code
	23BSOA2

B.Sc. DEGREE EXAMINATION, APRIL 2024

Software

Allied – PROGRAMMING IN C

(CBCS – 2023 onwards)

Time : 3 Hours Maximum : 75 Marks

Part A (10 × 2 = 20)

Answer **all** questions.

1. What will be the output of the following program?

```
#include <stdio.h>
int main()
{
int a = 7 + 9 – (6 * 2);
printf("The arithmetic expression returns: %d\n", a);
return 0;
}
```

2. What is a global variable? Give example.

3. Differentiate between do-while and while loop.

4. Write a 'C' program to print your name in 10 times using 'for' loop.

5. State any two advantages of an array.

6. Differentiate formal and actual arguments in a function.

7. Write any two features of structure.

8. What is the use of nested structure?

9. State any two advantages of pointer.

10. What is pointer expressions in C?

Part B $(5 \times 5 = 25)$

Answer **all** questions, choosing either (a) or (b).

11. (a) Write a short note on type conversions.

Or

(b) Discuss the structure of a C program with an example.

12. (a) Explain jumping statements available in C with suitable example.

Or

(b) Write a C program to get a number from the user and print the sum of individual digits.

13. (a) Describe in detail about multi-dimensional array.

Or

(b) Explain any five string functions with an example.

14. (a) Define preprocessor. Explain the preprocessor directives.

Or

(b) Why we need C unions? Explain how we can access members of union using pointers.

15. (a) Write a 'C' program to calculate sum of elements of given array using pointer.

Or

(b) Discuss the concept of declaration and initialization of pointers.

Part C $(3 \times 10 = 30)$

Answer any **three** questions.

16. Discuss the formatted and unformatted I/O functions.

17. With suitable examples describe the conditional statements in C.

18. Explain different categories of functions with suitable example.

19. Implement structures to read, write and compute average marks and the students scoring above and below average marks for class of N students.

20. Explain in detail about function pointer.

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