

**B A, BSC, BCOM DEGREE END SEMESTER EXAMINATION – MARCH 2026**  
**UGP (HONS.) SEMESTER – 4: – DISCIPLINE SPECIFIC ELECTIVE**  
**COURSE CODE - 24UCOMDSE221: MASTERING BUSINESS PRODUCTIVITY:**

**MS OFFICE ESSENTIALS**

*(For Regular 2024 Admission)*

Time: 1.5 Hours

Max. Marks: 50

**SECTION – A**

***(Answer all questions. Each question carries 2 mark)***

- |    |                                       |                     |
|----|---------------------------------------|---------------------|
| 1. | What do you mean by Pagemaker?        | CO2                 |
| 2. | What is the role of Thesaurus?        | CO1                 |
| 3. | What do you mean by Custom animation? | CO5                 |
| 4. | What is the use of Pie Chart?         | CO4                 |
| 5. | What do you mean by Ribbon?           | CO1                 |
|    |                                       | <b>(2 x 5 = 10)</b> |

**SECTION – B**

***(Answer any four questions. Each question carries 5 marks)***

- |     |  |                     |
|-----|--|---------------------|
| 6.  | Briefly explain any 5 components of Pagemaker window.                  | CO2                 |
| 7.  | Write a note on common excel functions or pre defined formulas.        | CO4                 |
| 8.  | Write the procedure to apply conditional formatting in an excel sheet. | CO3                 |
| 9.  | Explain how to insert action buttons in a Power Point presentation.    | CO5                 |
| 10. | Briefly explain the procedure to create side by side tables in word.   | CO1                 |
| 11. | Explain the 3 types of cell referencing in excel.                      | CO4                 |
|     |  | <b>(5 x 4 = 20)</b> |

**SECTION – C**

***(Answer any two questions. Each question carries 10 marks)***

- |     |   |                      |
|-----|---|----------------------|
| 12. | Explain the procedure to create, hide, lock and delete layers in Pagemaker.         | CO2                  |
| 13. | Write down the procedure of creating 10 letters using mail merge feature in detail. | CO1                  |
| 14. | Which are the different types of charts? Explain the use of any 9 charts.           | CO4                  |
|     |   | <b>(10 x 2 = 20)</b> |