Office Automation - II Question Bank

Q1) Broad answer questions

1. What is MS Excel? Explain its features in detail.
2. What is MS Access? Explain the steps involved in creating, saving, opening and closing a database
3. Write a process for creating Table & Form for Employee Registration
4. What is Datasheet View? How can you sort and filter data in Datasheet View, and how do you enter and modify data in Datasheet View?

Q2) Short answer questions
1. Explain the process of creating, printing, deleting charts in a spreadsheet.
2. How do you create and set up relationships between tables in a database.
3. What is Functions? Explain Date & time and Statistical functions.
4. Explain the Procedure for Creating a report in MS Access.
5. Explain Data Types in MS – Access
6. What is MS Excel? Explain the attributes of Excel.
7. Explain with example how to Insert Rows, Columns, and Cells, and How to Delete Parts of a Worksheet.
8. How do you create a table, add fields, define indexing and primary keys, add records in ms-access.
9. Explain referencing, moving, copying, and sorting cell data.

Q3) Write short notes on
1. Sorting & Filtering in MS Excel
2. Using the Lookup Wizard to Create a Drop-down List
3. Indexing and Primary Keys
4. Entering and Modifying Data in Datasheet View
5. Data types
6. Creating a Table and Adding Fields
7. Border Buttons and Commands
8. Sorting and Filtering in Datasheet View
9. Date & Time function