**ALLAMA IQBAL OPEN UNIVERSITY, ISLAMABAD**

**(Department of Computer Science)**

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| **WARNING**  **1. PLAGIARISM OR HIRING OF GHOST WRITER(S) FOR SOLVING THE ASSIGNMENT(S) WILL DEBAR THE STUDENT FROM AWARD OF DEGREE/CERTIFICATE, IF FOUND AT ANY STAGE.**  **2. SUBMITTING ASSIGNMENT(S) BORROWED OR STOLEN FROM OTHER(S) AS ONE’S OWN WILL BE PENALIZED AS DEFINED IN “AIOU PLAGIARISM POLICY”.** |

**Course: Office Automation (9442) Semester: Spring, 2025**

**Level: Bachelor**

**Please read the following instructions for writing your assignments. (AD, BS, BEd, MA/MSc, MEd) (ODL Mode)**

1. All questions are compulsory and carry equal marks but within a question, the marks are distributed according to its requirements.

2. Read the question carefully and then answer it according to the requirements of the question.

3. Avoid irrelevant discussion/information and reproducing from books, study guide or allied material.

4. Hand written scanned assignments are not acceptable. However, the students who attempt their assignments in Urdu/Arabic may upload a scanned copy of their hand written assignments (in PDF format) on University LMS. The size of the file should not exceed 5 MB.

5. Upload your typed (in Word or PDF format) assignments on or before the due date.

6. Your own analysis and synthesis will be appreciated.

7. Late assignments can't be uploaded at LMS.

**Total Marks: 100 Passing Marks: 50**

**ASSIGNMENT No. 1**

***Note: All questions carry equal marks.***

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| Q.1 | 1. Describe the procedure of changing the line spacing of a specific paragraph in word document using different choices. 2. Create a document having many pages of text. Apply the Change Text Case formatting using its different options and describe it. | **(20)** |
| Q.2 | 1. Create a word document, with the help of bullets and numbering explain the idea of Hanging in the topic of Indentation. 2. Describe the procedure Describe the procedure of changing the color and theme of a word document using different choices. 3. Make a MS-Word template for IEEE research paper format, that contains all the requirements for writing an IEEE research paper by default [hints: format is available on internet]. | **(20)** |
| Q.3 | 1. Design organizational hierarchy (pattern) of any business firm using smart art techniques. 2. Design an organizational chart of any company using different techniques studied in the Chart section. | **(20)** |
| Q.4 | 1. Create a document for your first course assignment, the first should be of size “A4”, while the second will be of size “Letter” and third page of size “Legal” the remaining pages should be of size “A4” but in “Landscape” orientation. 2. What is the main purpose of mail merge in MS Word? Elaborate with the help of suitable examples. | **(20)** |
| Q.5 | 1. What is the difference between text wrapping and merging cells in MS Excel? Explain with the help of an example. Describe a formula based on the COUNTIF function with some case study. | **(20)** |

**Total Marks: 100 Passing Marks: 50**

**ASSIGNMENT No. 2**

***Note: All questions carry equal marks.***

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| Q.1 | 1. Write a step-by-step procedure to add and clear the print area from a document. 2. Explain the “AVERAGEIF” formula and its parameters in excel worksheet. 3. What is meant by cell reference? What different types of cell reference are available in excel? Explain each one of them in detail. | **(20)** |
| Q.2 | 1. Write a formula to calculate the multiplication of both columns and show results in the next column?  1. Apply conditional statement IF in excel worksheet to display the grade while the user enters in to marks of subject, take any grading scheme of any institution from internet. | **(20)** |
| Q.3 | 1. Apply Filters display employees having a salary greater than 50,000 but less than 80,000.  1. Using the same above table, filter out the person having salary less than 50,000 and living in Karachi. | **(20)** |
| Q.4 | 1. What is Slide Master, why do we use Slide Master? Write down the procedure to add company logo which should appear in all slides. 2. What is the impact of IT skills courses on the routine life of ordinary people, elaborate. 3. Apply transition and animation effects. Using any predesign PowerPoint presentation. | (20) |
| Q.5 | 1. Suppose you are working in an organization; your boss is asking you to prepare a presentation of your organization, elaborate your findings in detail with the help of a presentation to your course teacher. 2. Explain the components of InPage application windows. 3. Install the latest InPage application and prepare a piece of news from any Urdu newspaper using different tools. | (20) |