

P.G.D.C.A Semester - 1 (CBCS) Examination**Oct/Nov. -2019 - [NEW COURSE]****OFFICE AUTOMATION TOOLS AND PACKAGES (CORE)****Time: 2:30 Hours****Marks: 70****Instructions:**

1. All questions are compulsory.
 2. Figures to the right indicate marks.
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- Q-1 [A] Answer the following questions. [03]
1. An Operating System is a collection of _____.
 2. An Operating System provides services to both the users and to the programs. True OR False.
 3. Give Full Form : OS
- Q-1 [B] Answer the following questions. [06]
1. Write a step to Changing System Date & Time.
 2. Write a step to Changing Screen Resolution.
 3. Write a step to active screen saver.
- Q-1 [C] Answer the following question.(Any One) [05]
1. Explain important functions of an operating System.
 2. Explain File and Directory Management in operating system.
- Q-2 [A] Answer the following questions. [03]
1. Microsoft Word is a word _____ software package.
 2. In the upper-right corner of the Word 2007 window is the Microsoft Office button. True Or False.
 3. For Printing of Documents _____ Key combination is used.
- Q-2 [B] Answer the following question.(Any Two) [06]
1. Write a step to adding Clip Art Pictures.
 2. Write a step to adding Header and Footers.
 3. Write a step to word art in word document.
- Q-2 [C] Answer the following question.(Any One) [0]
1. Explain Page setup group of layout tab with all option.
 2. Explain font group of Home tab with all option.
- Q-3 [A] Answer the following questions. [03]
1. Microsoft Excel is an electronic _____ that runs on a personal computer.
 2. Worksheet and WorkBook are same. True Or False
 3. Give a column Range of Microsoft Excel 2007.
- Q-3 [B] Answer the following question.(Any One) [06]
1. Write a step to Changing Cell Height and Width.
 2. Write a step to Changing Page Orientation.
 3. What is row and column?

- Q-3 [C] Answer the following question.(Any One) [05]
1. Explain sum(),if(),count(),mid(),time() formula with example.
2. Write a step to add chart in spreadshet
- Q-4 [A] Answer the following questions. [03]
1. PowerPoint is a _____software package.
2. What is Slide?
3. With PowerPoint, you can easily create slide shows. True Or False
- Q-4 [B] Answer the following question.(Any two) [06]
1. Write a step to Adding Movie and Sound.
2. Write a step to adding Text in slide.
3. Which shortcut key is used for Select All, past, cut.
- Q-4 [C] Answer the following question.(Any One) [05]
1. Write a step to add Transition and Slide Timings.
2. Explain animation tab with all option.
- Q-5 [A] Answer the following questions. [03]
1. Microsoft Access is a _____Management System.
2. Give full Form : DBMS
3. Table is an object that is used to define and store data. True Or False.
- Q-5 [B] Answer the following question.(Any Two) [06]
1. Give different : Primary Key V/S Foreign Key
2. Explain Macros.
3. What is Table and query?
- Q-5 [C] Answer the following question.(Any One) [05]
1. Explain Different types of Access data types
2. Explain referential integrity.
