

P.G.D.C.A Semester - 1 (CBCS) Examination**Feb/Mar. -2021 (NEW COURSE)****OFFICE AUTOMATION TOOLS AND PACKAGES(CORE)****Time: 1:30 Hours****Marks: 42****Instructions:**

1. Figures to the right indicate marks.
2. There are five questions in the question paper.
3. Answer any three of the following questions.

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- Q.1(A) Answer following questions. (03)
1. Define Operating System.
 2. What is Icon?
 3. State any two GUI based Operating System.
- Q.1(B) Answer Any Two (06)
1. Explain how to change System Date & Time.
 2. Explain Types of Files.
 3. Explain User Interface.
- Q.1© Answer Any One (05)
1. Write short note on File & Directory Management.
 2. Write short note on How to change Display Properties.
- Q.2(A) Answer following questions. (03)
1. State the options you get in MS-Word Menu Bar.
 2. What is the difference between Save & Save As?
 3. Explain Types of Alignment available in MS-Word.
- Q.2(B) Answer Any Two. (06)
1. Explain Page Setup and Printing in MS-Word.
 2. Explain Cut, Copy, Paste.
 3. Explain Format Painter.
- Q.2(C) Answer Any One (05)
1. Write short note on Formatting the text in MS-Word.
 2. Write short note on how to work with Tables in MS-Word.
- Q.3(A) Answer following questions. (03)
1. What is Namebox?
 2. With which single function you can display system date and time?
 3. Write the short cut key to open the spread sheet and to save the spread sheet.
- Q.3(B) Answer Any Two (06)
1. State difference between Worksheet & Workbook.
 2. Explain and(), or(), and not() with example.
 3. Explain Page Layout and Margines?

- Q.3(C) Answer Any One. (05)
1. Write short note on Charts in MS-Excel.
 2. Write short note on Manipulation of cells.
(Working with text, number and date data, Inserting and deleting rows and columns, changing cell height and width, changing borders and colors of cell)
- Q.4(A) Answer following questions. (03)
1. What is slide show?
 2. Write step to insert a slide in presentation.
 3. What is Slide Layout?
- Q.4(B) Answer Ant Two (06)
1. Explain how to create blank slide & from template.
 2. Explain how to manage transition and slide timings.
 3. How to print slide and handouts?
- Q.4(C) Answer Any One (05)
1. Write short note on Presentation of slides.
 2. Explain how to prepare the slide and how to add different type of Information(Image, table, clipart, movie, sound) in slide.
- Q.5(A) Answer following questions. (03)
1. What is composite key?
 2. What is Query?
 3. What is Forms?
- Q.5(B) Answer Any Two (06)
1. Explain how to create table in MS-Access? Explain Datatypes.
 2. What is macros and modules in MS-Access?
 3. Explain navigating database with find and replace?
- Q.5 (C) Answer Any One (05)
1. Write short note on primary and foreign key. Explain how to set up the referential integrity.
 2. Write short note on MS-Access Objects.
