

P.G.D.C.A Semester - 1 (CBCS) Examination
Nov/Dec-2023 (SYLLABUS YEAR JUNE-2023)
Office Automation Tools & Packages (CORE)

Time: 2:30 Hours

Marks: 70

Instructions:

1. All questions are compulsory.
2. Figures to the right indicate marks.

Que-1(A) Attempt following questions. (04)

1. Without an operating system, a computer is useless. (True / False)
2. DOS stands for _____.
3. _____ is the process that occurs when you press the power button to turn your Computer On.
4. GUI stands for _____.

Que-1(B) Attempt following. (Attempt Any Two) (10)

1. Explain Task bar and Start Menu in detail.
2. Explain Operating System with it's basic functions.
3. Explain File and Directory Management in Windows OS.
4. Explain types of files available in OS.

Que-2(A) Attempt following questions. (04)

1. _____ shortcut key is used to close current document.
2. _____ shortcut key is used to Justify selected text.
3. _____ menus are available in Word 2007.
4. If we want to add picture in document, then we open _____ menu.

Que-2(B) Attempt following. (Attempt Any Two) (10)

1. Explain Page Layout and Margin in MS Word.
2. Explain types of document views available in Word.
3. Explain Paragraph formatting in Document.
4. Explain usage of Header and Footer in Word Document.

Que-3(A) Attempt following questions. (04)

1. In Address Box, Column represent at first then row number. (True / False)
2. _____ is an Extension of MS Excel 2007 file.
3. When we open Excel, it contains default _____ number of sheet in Book1.
4. _____ number of rows available in a single work sheet.

Que-3(B) Attempt following. (Attempt Any Two) (10)

1. What is Chart? Why it is useful? Explain types of chart available in Excel.
2. Explain NameBox and Formula Bar in MS Excel.
3. Explain Inserting and Deleting Rows and Columns in MS Excel.
4. Explain if(), and() function with an example.

Que-4(A) Attempt following questions. (04)

1. _____ is the extension of MS PowerPoint 2007 presentation.
2. _____ short cut key is useful to add new slide in Presentation.
3. Rehearse Timings option play our Presentation automatically. (True / False)
4. _____ short cut key is useful to play presentation in PowerPoint.

Que-4(B) Attempt following. (Attempt Any Two) (10)

1. Explain different views in PowerPoint Presentation.
2. Explain transition and slide theme in Slide Show.
3. How to add Movies and Sounds in Slide?
4. How to add custom animation in Presentation?

Que-5(A) Attempt following questions. (04)

1. RDBMS stands for _____.
2. Queries come in two basic varieties: select queries and action queries. (True / False)
3. Primary Key column never store duplicate value. (True / False).
4. _____ is an extension of MS Access Database file.

Que-5(B) Attempt following. (Attempt Any Two) (10)

1. How to define Relationship between Tables? Why it is useful?
2. Explain Primary Key and Foreign Key available in RDBMS.
3. Explain data types available in MS Access.
4. Explain field properties in detail.
