

P.G.D.C.A Semester - 1 (CBCS) Examination
OCT/NOV-2024 (AS PER SYLLABUS YEAR JUNE-2018)
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.

Que.1(A) Attempt following questions. (03)

- 1) DOS stands for _____.
- 2) CLI stands for _____.
- 3) Windows Operating Systems use a Graphical User Interface (True / False)

Que.1(B) Attempt following. (Attempt Any Two) (06)

- 1) What is file? Explain types of files available in Windows.
- 2) What is OS? List out types of operating systems.
- 3) Explain File and Directory Management in Windows OS.

Que.1(C) Attempt following. (Attempt Any One) (05)

- 1) Explain Operating System Display Properties.
- 2) Explain Task Bar, Start Menu user interfaces in detail.

Que.2(A) Attempt following questions. (03)

- 1) _____ shortcut key is used to select whole document.
- 2) _____ shortcut key is used to paste copy content in document.
- 3) If we want to add page number in document, then we open _____ menu.

Que.2(B) Attempt following. (Attempt Any Two) (06)

- 1) Explain types of document opening modes available in MS Word.
- 2) Explain cut, copy and paste option in MS Word.
- 3) Explain types of Page Margin in details.

Que.2(C) Attempt following. (Attempt Any One) (05)

- 1) Explain Header and Footer in word document.
- 2) Explain Paragraph formatting in Document.

Que.3(A) Attempt following questions. (03)

- 1) _____ is a small box in the worksheet where we enter data.
- 2) _____ is an Extension of MS Excel 2007 file.
- 3) When we open Excel, it contains default file name _____.

Que.3(B) Attempt following. (Attempt Any Two) (06)

- 1) Explain Namebox and formula bar in MS Excel.
- 2) Difference Between Worksheet V/S Workbook.
- 3) Explain Rows, Columns and Cells in MS Excel.

- Que.3(C) Attempt following. (Attempt Any One) (05)
- 1) Explain Page Layout and Margin in MS Excel.
 - 2) Explain objectives of MS Excel in detail.
- Que.4(A) Attempt following questions. (03)
- 1) To stop your current presentation immediately using _____ key.
 - 2) _____ is the extension of MS PowerPoint 2007 presentation.
 - 3) _____ short cut key is useful to play presentation in PowerPoint.
- Que.4(B) Attempt following. (Attempt Any Two) (06)
- 1) Explain types of slide layout available in Power point.
 - 2) How to add custom animation in Presentation
 - 3) How to add Movies and Sounds in Slide?
- Que.4(C) Attempt following. (Attempt Any One) (05)
- 1) Explain transition and slide theme in slide show.
 - 2) How to build Automating slide show in PowerPoint?
- Que.5(A) Attempt following questions. (03)
- 1) What is Data?
 - 2) What is Database?
 - 3) Primary Key column never store duplicate value. (True / False).
- Que.5(B) Attempt following. (Attempt Any Two) (06)
- 1) What is Table? How to create table in Database?
 - 2) Explain MS Access Database and its Objects in detail.
 - 3) Explain features of Primary and Foreign key.
- Que.5(C) Attempt following. (Attempt Any One) (05)
- 1) Explain data types available in MS Access.
 - 2) What is Query? List out Action Queries available in Access.
