

P.G.D.C.A Semester - 1 (CBCS) Examination
OCT/NOV-2024 (AS PER SYLLABUS YEAR JUNE-2023)
Office Automation Tools & Packages (Core (New-23))

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) Linux is a family of Open source Operating Systems (True / False)
 - 2) DOS is a Command based operating System (True / False)
 - 3) CLI stands for _____.
 - 4) Windows Operating Systems use a Graphical User Interface(True / False).
- Que-1 (B) Attempt following. (Attempt Any Two) (10)
- 1) Explain File and Directory Management in Windows OS.
 - 2) Explain types of files available in OS.
 - 3) Explain Operating System Display Properties.
 - 4) What is an Operating System? Explain characteristics of an OS.
- Que-2 (A) Attempt following questions. (04)
- 1) _____ shortcut key is used to select whole document.
 - 2) _____ shortcut key is used to paste copy content in document.
 - 3) _____ types of document views available in MS Word 2007.
 - 4) If we want to add page number in document, then we open _____ menu.
- Que-2 (B) Attempt following. (Attempt Any Two). (10)
- 1) Explain types of Page Margin in details.
 - 2) Explain usage of clip art and format painter.
 - 3) Explain Paragraph formatting in Document.
 - 4) Explain usage of Header and Footer in word document
- Que-3 (A) Attempt following questions. (04)
- 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 _____.
 - 4) _____ function calculate total of given value range in Excel.
- Que-3 (B) Attempt following. (Attempt Any Two). (10)
- 1) Difference Between Worksheet and Workbook.
 - 2) Explain Rows, Columns and Cells in MS Excel.
 - 3) Explain Page Layout and Margin in MS Excel.
 - 4) Explain left(), right() and mid() functions.

- Que-4 (A) Attempt following questions. (04)
- 1) _____option change slide blank, title only, title and content etc. views.
 - 2) To stop your current presentation immediately using _____ key.
 - 3) _____ is the extension of MS PowerPoint 2007 presentation.
 - 4) _____ short cut key is useful to play presentation in PowerPoint.
- Que-4 (B) Attempt following. (Attempt Any Two) (10)
- 1) How to add custom animation in Presentation
 - 2) How to add Movies and Sounds in Slide?
 - 3) Explain Transition and Slide Theme in slide show.
 - 4) How to build Automating slide show in PowerPoint?
- Que-5 (A) Attempt following questions. (04)
- 1) What is Data?
 - 2) What is Table?
 - 3) What is Database?
 - 4) Primary Key column never store duplicate value. (True / False).
- Que-5 (B) Attempt following. (Attempt Any Two) (10)
- 1) Explain MS Access Database and its Objects in detail.
 - 2) Explain features of Primary and Foreign key.
 - 3) Explain data types available in MS Access.
 - 4) What is Query? List out Action Queries available in Access.
