

P.G.D.C.A Semester - 1 (CBCS) Examination
OCT/NOV-2025 (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.

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- Que.1(A) Answer the following questions (04)
1. What is GUI?
 2. What is OS?
 3. Linux is one type of OS. (True/False)
 4. What is Directory?
- Que.1(B) Answer the following questions (ANY TWO) (10)
1. Explain the User Interface components.
 2. Explain basics of Operating System.
 3. Explain File and Directory Management.
 4. Explain how to change different Display Properties.
- Que.2(A) Answer the following questions (04)
1. To copy selected content which keyboard shortcut key is use?
 2. To paste, copied content which keyboard shortcut key is use?
 3. What is Format Painter?
 4. What is Alignment of Text?
- Que.2(B) Answer the following questions (ANY TWO) (10)
1. Explain Bullets and Numbering in MS-word with example.
 2. Explain Page Layout and Margins in MS-word.
 3. Explain Table Manipulation in MS-word.
 4. Explain opening, saving, closing and printing Documents in MS-word.
- Que.3(A) Answer the following questions (04)
1. What is rows?
 2. What is columns?
 3. What is cell?
 4. What is sum()?
- Que.3(B) Answer the following questions (ANY TWO) (10)
1. Explain creating Text, Number and Date Series in MS-Excel.
 2. Explain Elements of Electronic Spread Sheet.
 3. Explain Inserting and Deleting Rows, Columns with example.
 4. Explain NameBox, Formula Bar.
- Que.4(A) Answer the following questions (04)
1. To open new blank presentation which keyboard shortcut key is use?
 2. To start slide show which keyboard shortcut key is use?
 3. To add new slide in presentation which keyboard shortcut key is use?
 4. How to Insert Object in presentation?
- Que.4(B) Answer the following questions (ANY TWO) (10)
1. Explain creating a presentation using a Template.
 2. Explain add, rearrange, duplicate, and delete slides in a Presentation.
 3. Explain viewing and choosing a set up for Presentation.
 4. Explain transition and slide timings.

Que.5(A) Answer the following questions

(04)

1. What is Forms?
2. What is Reports?
3. What is Macros?
4. What is Modules?

Que.5(B) Answer the following questions (ANY TWO)

(10)

1. Explain Access Database and its Objects.
2. Explain Access data types.
3. Explain Creating Database & Tables and inserting records.
4. Explain Primary and Foreign Key.
