

P.G.D.C.A Semester - 1 (CBCS) Examination**Oct/Nov. -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.

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- Q-1(A) Attempt following questions. (03)
- (1) Write full form of GUI.
 - (2) Write full form of RTOSu.
 - (3) The_____ keeps track of directories and files.
- Q-1(B) Attempt any two (06)
- (1) Explain Taskbar.
 - (2) Explain LINUX OS.
 - (3) Explain user interface with its type.
- Q-1(C) Attempt any one (05)
- (1) Explain operating system with it's basic functions.
 - (2) Write a steps to add or remove windows components.
- Q-2(A) Attempt following questions. (03)
- (1) Which bar can be used for quick access to commonly used commands and tools?
 - (2) _____ key is used for moves the cursor one word left.
 - (3) In MS Word, ctrl+w key is for_____.
- Q-2(B) Attempt any two (06)
- (1) Explain vertical & horizontal scrollbars.
 - (2) Explain workspace, taskbar and statusbar.
 - (3) Explain save and save As.
- Q-2(C) Attempt any one (05)
- (1) Explain Quick Access toolbar.
 - (2) Explain Bullets and Numbering.
- Q-3(A) Attempt following questions. (03)
- (1) MS Excel is an example of_____ program.
 - (2) In MS Excel replace option is in _____ menu.
 - (3) All formulas in MS Excel is start with_____ sign.
- Q-3(B) Attempt any two (06)
- (1) What is worksheet in MS Excel?
 - (2) What is Rows, Columns and Cells in MS Excel.
 - (3) Write down Elements of electronic spread sheet.

- Q-3(C) Attempt any one (05)
- (1) What is chart? Explain any three type of chart.
 - (2) Explain any five library functions of MS Excel.
- Q-4(A) Attempt following questions. (03)
- (1) Which key is used for get help in PowerPoint?
 - (2) Which menu does have action button option in PowerPoint?
 - (3) Shortcut to insert new slide in the current presentation is?
- Q-4(B) Attempt any two (06)
- (1) Write a steps to apply automatic slide numbering in presentation.
 - (2) Write a steps to insert picture into a master slide.
 - (3) What is slide transition? How can we apply the same slide transition to all the slide at a time?
- Q-4(C) Attempt any one (05)
- (1) Write a steps for insert embedded object in PowerPoint.
 - (2) Explain different views in PowerPoint presentation.
- Q-5(A) Attempt following questions. (03)
- (1) Write full form of DBMS.
 - (2) The columns in MS Access table are also called_____.
 - (3) _____ key uniquely identifies each record.
- Q-5(B) Attempt any two (06)
- (1) Explain table with rows and columns.
 - (2) What is forms in MS Access?
 - (3) What is macros in MS Access?
- Q-5(C) Attempt any one (05)
- (1) Explain primary key in detail.
 - (2) Explain foreign key in detail.
