

**P.G.D.C.A Semester - 1 (CBCS) Examination****Jan/Feb.-2022 [NEW COURSE]****OFFICE AUTOMATION TOOLS AND PACKAGES(CORE)****Time: 1:30 Hours****Marks: 42****Instructions:**

1. Figures to the right indicate marks.
2. There are five questions in the question paper.
3. Answer any three of the following questions.

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**Q.1(A) Answer the following questions. (03)**

1. GUI stands for \_\_\_\_\_.
2. \_\_\_\_\_ is a bar displayed at the bottom of the GUI desktop.
3. CLI stands for \_\_\_\_\_.

**Q.1(B) Answer the following question. (Any two) (06)**

1. What is an Operating System? Why it is installed in computer?
2. How to create and rename file or directory on Windows OS?
3. Explain types of files available on different OS.

**Q.1(C) Answer the following question. (Any one) (05)**

1. Explain Basics of Operating System.
2. Explain Operating System simple settings.

**Q.2(A) Answer the following questions. (03)**

1. \_\_\_\_\_ shortcut key is used to select all documents.
2. \_\_\_\_\_ is the extension of MS Word 2007 document.
3. \_\_\_\_\_ shortcut key is used to cut selected text.

**Q.2(B) Answer the following question. (Any two) (06)**

1. Explain different methods to open MS Word 2007.
2. Explain usage of cut, copy and paste in document.
3. How to set Page Orientation and Page Margin in document.

**Q.2(C) Answer the following question. (Any one) (05)**

1. Explain objectives of MS Word 2007.
2. Explain page setup utilities available in MS Word.

**Q.3(A) Answer the following questions. (03)**

1. Address of last column in MS Excel 2007 is \_\_\_\_\_.
2. Last row address in Excel sheet is \_\_\_\_\_.
3. Formulas in a cell always start with \_\_\_\_\_ sign.

**Q.3(B) Answer the following question. (Any two) (06)**

1. Explain Rows, Columns and Cells in MS Excel.
2. Differentiate Worksheet V/S Workbook
3. Explain Name Box and Formula bar in MS Excel.

- Q.3(C) **Answer the following question. (Any one)** (05)
1. Explain Objectives of MS Excel 2007.
  2. Explain if( ), sum( ), average( ) and count( ) function in Excel.
- Q.4(A) **Answer the following questions.** (03)
1. \_\_\_\_\_ is the extension of MS PowerPoint 2007 presentation.
  2. \_\_\_\_\_ short cut key is useful to add new slide in presentation.
  3. \_\_\_\_\_ short cut key is useful to open new presentation.
- Q.4(B) **Answer the following question. (Any two)** (06)
1. How to insert and delete slides in Presentation?
  2. How to add Movies and Sounds in Slide?
  3. How to add Headers and Footers in Presentation?
- Q.4(C) **Answer the following question. (Any one)** (05)
1. Explain different types of Presentation Views.
  2. How to add custom animation in Presentation?
- Q.5(A) **Answer the following questions.** (03)
1. RDBMS stands for \_\_\_\_\_.
  2. \_\_\_\_\_ is the extension of MS Access 2007 Database.
  3. \_\_\_\_\_ represents data in a row and column wise.
- Q.5(B) **Answer the following question. (Any two)** (06)
1. Write steps to create new database.
  2. What is Primary key? How it is defined in Access?
  3. Write steps to creating table in database.
- Q.5(C) **Answer the following question. (Any one)** (05)
1. Explain referential integrity in relationship available in Access.
  2. Explain data types available in MS Access.

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