

P.G.D.C.A Semester - 1 (CBCS) Examination

Nov/Dec - 2022 [NEW COURSE]

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.

Q:1 [A] Attempt following questions. [3]

1. Linux is a family of open source operating systems.(True / False)
2. GUI stands for _____.
3. Start menu available on _____ bar.

Q:1 [B] Attempt following. (Attempt Any Two) [6]

1. What is an Operating System? List out types of operating system.
2. Write steps to change system date and time.
3. Explain types of files available on different OS.

Q:1 [C] Attempt following. (Attempt Any One) [5]

1. Explain Task bar and Start menu in detail.
2. Explain Operating System simple settings.

Q:2 [A] Attempt following questions. [3]

1. _____ is the extension of MS Word 2007 document.
2. _____ shortcut key is used to copy selected text.
3. _____ shortcut key is used to draw underline.

Q:2 [B] Attempt following. (Attempt Any Two) [6]

1. Differentiate Save V/S SaveAs
2. Explain usage of Header and Footer in word document.
3. How to set Page Orientation and Page Margin in document.

Q:2 [C] Attempt following. (Attempt Any One) [5]

1. Explain type of menus available in MS Word.
2. Explain objectives of MS Word 2007.

Q:3 [A] Attempt following questions. [3]

1. MS Excel represents data in a tabular format. (True / False)
2. When we open Excel, it contains default _____ number of sheet in Book1.
3. Formulas in a cell always start with _____ sign.

Q:3 [B] Attempt following. (Attempt Any Two) [6]

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

Q:3 [C] Attempt following. (Attempt Any One) [5]

1. Explain date(), now() and time() function in Excel.
2. Explain Page Layout and Margins in Excel.

- Q:4 [A] Attempt following questions. [3]
1. PowerPoint presentation built presentation slide by slide. (True / False)
 2. _____ is the extension of MS PowerPoint 2007 presentation.
 3. _____ short cut key is useful to open new presentation.
- Q:4 [B] Attempt following. (Attempt Any Two) [6]
1. How to change Layout of a slide in Presentation?
 2. How to add Movies and Sounds in Slide?
 3. How to create a Presentation using a Template?
- Q:4 [C] Attempt following. (Attempt Any One) [5]
1. Explain transition and slide timing in slide show.
 2. How to add custom animation in Presentation?
- Q:5 [A] Attempt following questions. [3]
1. What is Data?
 2. RDBMS stands for _____.
 3. _____ is the extension of MS Access 2007 Database.
- Q:5 [B] Attempt following. (Attempt Any Two) [6]
1. What is form object? Why it is useful in Access?
 2. What is Primary key? How it is defined in Access?
 3. What is foreign key? How it is defined in Access?
- Q:5 [C] Attempt following. (Attempt Any One) [5]
1. Explain Query and Report.
 2. Explain data types available in MS Access.