

P.G.D.C.A Semester - 1 (CBCS) Examination
Nov/Dec-2023 (SYLLABUS YEAR JUNE-2018)
OFFICE AUTOMATION TOOLS AND PACKAGES(CORE)

Time: 2:30 Hours**Marks: 70****Instructions:**

1. Figures to the right indicate marks.
 2. All questions are compulsory.
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- Que.1(A) Answer the following questions. (03)
1. Define Operating System.
 2. Define File.
 3. Define Directory.
- Que.1(B) Answer the following question. (Any Two) (06)
1. Explain Operating System with its types in brief.
 2. List out step for changing System Date & Time.
 3. Explain GUI based User Interface.
- Que.1(C) Answer the following question. (Any one) (05)
1. Explain Types of Files in brief.
 2. Explain File & Directory Management.
- Que.2(A) Answer the following questions. (03)
1. Define Cut in word.
 2. Which is the short cut key for pasting the data in word.
 3. List out any two objectives of Word Processing Software.
- Que.2(B) Answer the following question. (Any Two) (06)
1. Write down the steps to add image in Word.
 2. Explain the Formatting of Text in brief.
 3. Explain Header & Footer in Word.
- Que.2(C) Answer the following question. (Any one) (05)
1. Explain Alignment of Table in Cell using Word Document.
 2. Write down the difference between **Save V/s Save As**.
- Que.3(A) Answer the following questions. (03)
1. Explain Row in Excel Spread Sheet.
 2. Explain Colum in Excel Spread Sheet.
 3. Explain count().
- Que.3(B) Answer the following question. (Any Two) (06)
1. Define Inserting & Deleting Row & Colum in Excel.
 2. Write down difference between **Workbook V/s Worksheet**.
 3. Describe the Objectives of Excel Spread Sheet in brief.
- Que.3(C) Answer the following question. (Any one) (05)
1. How to change Borders and colours of cells in Excel Spread Sheet.
 2. Explain any five Library function with suitable example in Excel Spread Sheet.
- Que.4(A) Answer the following questions. (03)
1. Write down the full for PPT.
 2. How to create new blank Presentation file in PowerPoint.
 3. Define Automating Slide Show in Power Point.

- Que.4(B) Answer the following question. (Any Two) (06)
1. How to add Movie & Sound in Power Point Presentation.
 2. Define Clip Art in Power Point Presentation.
 3. How to Insert & Delete Blank Slides in Power Point Presentation.
- Que.4(C) Answer the following question. (Any one) (05)
1. Explain Presentation of Power Point Slides in Brief.
 2. Define Power Point Slides Transition & Timing in Brief.
- Que.5(A) Answer the following questions. (03)
1. Full form DBMS.
 2. Define Table in MS Access.
 3. Define Query in MS Access.
- Que.5(B) Answer the following question. (Any Two) (06)
1. Define Primary Key with suitable Example.
 2. Define Foreign Key with suitable Example.
 3. Define Candidate Key with suitable Example.
- Que.5(C) Answer the following question. (Any one) (05)
1. Explain Form in MS Access in brief.
 2. Define Reports & uses of MS Access in brief.
