

P.G.D.C.A Semester - 1 (CBCS) Examination
OCT/NOV-2025 (AS PER SYLLABUS YEAR JUNE-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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- Que.1(A) Answer the following questions (03)
1. What is file?
 2. What is OS?
 3. What is GUI?
- Que.1(B) Answer the following questions (ANY TWO) (06)
1. Explain different types of files.
 2. Explain file and directory management.
 3. Explain how to change screen resolution, screen saver and wallpaper.
- Que.1(C) Answer the following questions (ANY ONE) (05)
1. Explain different types of Operating Systems.
 2. Explain GUI based user interface.
- Que.2(A) Answer the following questions (03)
1. What is format painter?
 2. What is Word Processing Software?
 3. What is Menu Bar?
- Que.2(B) Answer the following questions (ANY TWO) (06)
1. Explain Bullets and Numbering.
 2. Explain opening, saving and printing Documents.
 3. Explain Table Manipulation.
- Que.2(C) Answer the following questions (ANY ONE) (05)
1. Explain Cut, Copy and Paste.
 2. What is editing text? Explain changing of different Font and Size.
- Que.3(A) Answer the following questions (03)
1. What is row?
 2. What is column?
 3. What is cell?
- Que.3(B) Answer the following questions (ANY TWO) (06)
1. Explain elements of electronic Spread Sheet.
 2. Explain page layout and margin.
 3. Explain changing Borders and colours of Cells.
- Que.3(C) Answer the following questions (ANY ONE) (05)
1. Explain creating Text, Number and Date Series.
 2. Explain if() and count().
- Que.4(A) Answer the following questions (03)
1. What is PPT?
 2. What is PPTX?
 3. What is Slide?

- Que.4(B) Answer the following questions (ANY TWO) (06)
1. Explain adding clip art picture and object to slides.
 2. Explain adding Movie and Sound to slides.
 3. What is Slide Show? Explain it.
- Que.4(C) Answer the following questions (ANY ONE) (05)
1. Explain transition and slide timings.
 2. Explain printing slides and handouts.
- Que.5(A) Answer the following questions (03)
1. What is table?
 2. What is query?
 3. What is form?
- Que.5(B) Answer the following questions (ANY TWO) (06)
1. What is reports and macros?
 2. Explain creating database & tables.
 3. What is Navigating Database? Explain it.
- Que.5(C) Answer the following questions (ANY ONE) (05)
1. Explain Database and its Objects.
 2. Explain Primary and Foreign key.
