

Exam. Code : 303501

Subject Code : 6791

PGDCA Semester—I

PC COMPUTING—I (MS Office 2003)

Paper—I

Time Allowed—3 Hours]

[Maximum Marks—50

**Note** :— Attempt any **five** questions. **All** questions carry equal marks.

1. (a) What is the use of headers and footers in a Word document ? How different headers and footers can be set for different sections within the same document ?  
(b) Briefly explain the use of Borders and Shading in MS Word.
2. (a) What is Find and Replace option ? How is it used in Word ?  
(b) What are Margins and Gutters ?  
(c) What is the difference between Templates and Wizards ?

3. Discuss in detail the various elements of PowerPoint.
4. Explain in detail the presentation capabilities of PowerPoint package, giving special reference to graphics.
5. What are the ways/commands to do the following in Excel :
  - (a) Creating heading in a worksheet
  - (b) Entering dates in a worksheet
  - (c) Saving and quitting a worksheet ?
6. What are the various data types available in Access ? Discuss each with an example.
7. What is the purpose of using a Form in MS Access ? Describe the procedure to create a form. How a form can be related to tables ?
8. Write short notes on the following :
  - (a) Drawing objects
  - (b) Slide design and slide layout
  - (c) Auto filters in Excel.