

Exam. Code : 303501

Subject Code : 7207

PGDCA Ist Semester

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) Explain various parts of Window of Word. 5
(b) How tables are created, edited and used in Word ? 5
2. Write with examples about :
 - (a) Page setup
 - (b) Gutters
 - (c) Alignment
 - (d) Page breaks
 - (e) Templates. 5×2=10
3. (a) What is the purpose of headers and footers ? How are they inserted within document and edited ? Explain. 5
(b) Briefly describe the salient features of MS-PowerPoint. 5

4. (a) What is dialogue box ? How are they used in MS-PowerPoint ? 5
- (b) What is Transition ? How slide transitions are carried out ? Explain also the transition after particular time delay. 5
5. (a) How graphs are created in MS-PowerPoint and used in Slide-show ? Explain with examples. 5
- (b) What is worksheet ? How various functions are carried-out on different data in Excel worksheet ? 5
6. (a) Describe various features of MS-Excel in detail. 5
- (b) How charts are created and inserted in Excel ? Explain the procedure to change chart type to 2d chart or 3d chart. 5
7. Explain in MS-Excel :
- (a) What-if-analysis in Excel 4
- (b) Formatting in Excel 4
- (c) Linking different worksheets 2
8. (a) What is form ? Explain how formatting of forms is carried-out. Also explain the procedure of relating a form to a table in MS-Access. 5
- (b) Explain in MS-Access :
- (i) Reports
- (ii) Queries. $2\frac{1}{2} \times 2 = 5$