Sr. No. 2201

Exam Code: 303501

Subject Code: 4814

PGDCA - I Sem.

(2118)

Paper: Paper-I

PC Computing-I (MS Office) 2003

Time allowed: 3 hrs.   Max. Marks: 50

Note: Attempt five questions in All. Select at least one from each Section A, B, C & D. The fifth question may be attempted from any Section.

Section-A

1. a) State some salient features of MS-Excel.   (5)

    b) Explain various Title bar, Menu bar and Status bar of MS-Word.
                                                                     (5)

2. a) Write a note on Mail Merge.   (5)

    b) How tables are created and formatted in MS-Word.   (5)

Section-B

3. a) Describe various functions that can be performed for text and text boxes in Power-Point.   (5)

    b) How multimedia is added in Slide-Show? Explain.   (5)

4. a) Explain various "Views" offered by Power-Point.   (5)

    b) Explain "Slide Transition" & 'Timing slide display" with example.   (5)

PTO

Section-C

5. a) What is worksheet ? Explain how is it created & text is added & deleted. (5)

   b) How "Sorting" & "Filtering" of data is carried out in Excel ? (5)

6. a) Perform "What -if-analysis" for data in worksheet. (5)

   b) How graphs are created, edited and formatted in Excel ? (5)

Section-D

7. a) Write a note on MS-Access. (5)

   b) Define report ? How reports are formatted ? (5)

8. a) What is form ? How a form is related to tables ? (5)

   b) How queries are used in MS-Access ? Explain. (5)

****

2201(2118)2300