Exam. Code : 303501
Subject Code : 6877

PG. Diploma in Computer Application (PGDCA)
1st Semester

PC COMPUTING—I (MS Office 2003)
Paper—I

Time Allowed—Three Hours]   [Maximum Marks—50

Note :—Attempt **FIVE** questions in all. Select at least **ONE** question each from Sections A, B C and D. The **fifth** question may be attempted from any section.

SECTION—A

1. (a) Why MS-Office is called complete office package ?
      5

   (b) What is done for page formatting ? Exemplify.
      5

2. (a) Write a brief note on spell-checker.   5

   (b) How tables are created and manipulated ?   5

SECTION—B

3. (a) Explain various Power-Point elements in detail.
      5

   (b) Describe different functions which can be applied for text to make slide-show.   5

4. (a) How graphs are created and inserted in Power-Point ? 5

(b) How movies and sounds are added to Show ? Explain. 5

SECTION—C

5. (a) Explain various features of MS-Excel in detail. 5

(b) Which are the different functions that can be carried out on different data in Excel ? 5

6. (a) How text is added, deleted and moved in a worksheet ? 5

(b) Explain Auto and advance filters of MS-Excel. 5

SECTION—D

7. (a) How databases are handled in MS-Access ? 5

(b) Define table. How are they created, deleted and linked ? Exemplify. 5

8. (a) Write a brief note on "Queries" and "Forms". 5

(b) How reports are built and the graphs are added to reports ? Explain. 5