

Exam. Code : 303501

Subject Code : 6135

**P.G. Diploma in Computer Application (PGDCA)**

**1<sup>st</sup> Semester (Batch 2021-22)**

**PC COMPUTING—I (MS-Office 2003)**

**Paper—I**

Time Allowed—3 Hours] [Maximum Marks—50

**Note :—** Attempt *five* questions in all, selecting at least *one* question from each section. The **fifth** question may be attempted from any section. All questions carry equal marks.

**SECTION—A**

1. (a) Which facilities are available in the menu bar of MS-Office ? Explain. 5
- (b) How various margin, gutter and other functions of Page-Setup are accessed ? Exemplify. 5
2. (a) How one can edit and format the table after creating 2×3 table ? Explain. 5
- (b) Write briefly the importance of Wizards. 5

**SECTION—B**

3. (a) Explain major features of MS-PowerPoint. 5
- (b) Write the importance of slide, slide sorter, notes and outline views. 5
4. (a) Create a presentation having pictures and graphs. 5
- (b) How multimedia slides having movies and sounds are created and used ? 5

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(Contd.)

**SECTION—C**

5. (a) Describe the various options available in Excel Window. 5
- (b) Describe the process of graph creation and its formatting in detail. 5
6. (a) Explain various types of charts and explain the process of converting one type to another. 5
- (b) How querying and filtering of data is carried out in MS-Excel ? 5

**SECTION—D**

7. (a) Explain various operations for table-fields in MS-Access. 5
- (b) Write a brief note on MS-Access queries. 5
8. (a) What is form ? How forms are formatted ? 5
- (b) How reports are built and graphs are added to them ? Explain. 5

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