**SECTION-D**

**Note:** Long answer type questions. Attempt any two questions out of three questions.          (2x8=16)

Q.23   What is input device? Discuss any four input devices in detail.          (CO1)

Q.24   What is a power point presentation? Discuss the process of creating and saving a new presentation in power point.          (CO5)

Q.25   What is an operating system? Discuss the purpose of an operating system in detail.          (CO2)

   (**Note:** Course outcome/CO is for office use only)

**2nd Sem. / OMCA**

**Subject : Computers for Office Management**

Time : 3 Hrs.          M.M. : 60

**SECTION-A**

**Note:** Multiple choice questions. All questions are compulsory          (6x1=6)

Q.1   Which of the following is the smallest unit of data in a computer?          (CO1)
   a)   Bit          b)   KB
   c)   Nibble          d)   Byte

Q.2   Which of the following is an output device? (CO1)
   a)   Keyboard          b)   Mouse
   c)   Light Pen          d)   CRT

Q.3   In any window, the maximize button, the minimize button and the close buttons appear on _____(CO2)
   a)   Tool bar          b)   Title bar
   c)   Status bar          d)   Menu bar

Q.4   The placement of information at the left edge, right edge, or centered is:          (CO3)
   a)   Identification          b)   Placement
   c)   Alignment          d)   None of these

Q.5 In a spreadsheet, letters are used to represent

_____ (CO4)

a) Rows        b) Columns

c) Cells        d) Blocks

Q.6 Which of the following shortcut key is used to start

the slideshow? (CO5)

a) Using F5 key      b) Using F3 key

c) Using F1 key      d) Using F7 key

## SECTION-B

**Note:** Objective/ Completion type questions. All questions

are compulsory. (6x1=6)

Q.7 Control Unit acts as the central nervous system of the

computer. (True/False) (CO1)

Q.8 Which shortcut key is used to refresh Windows?

(CO2)

Q.9 Title Bar is present at the _____ of the MS Word

window. (Top Bottom) (CO3)

Q.10 A work book in MS Excel can contain _____ work

sheets. (Single/Multiple) (CO4)

Q.11 It is allowed to make a PDF of the powerpoint

presentation. (True/False) (CO5)

Q.12 What is the full form of RAM? (CO1)

## SECTION-C

**Note:** Short answer type questions. Attempt any eight

questions out of ten questions. (8x4=32)

Q.13 What are the various types of output devices?

(CO1)

Q.14 Explain the step-by-step process of shutting down a

computer. (CO2)

Q.15 What is software? Discuss application software in

brief. (CO1)

Q.16 How do you use different fonts and font size in a

word document? (CO3)

Q.17 What is alignment? What is the process of aligning

text in word document? (CO3)

Q.18 How do you copy and move cells in an excel

worksheet? (CO4)

Q.19 What is cache memory? (CO2)

Q.20 Discuss the process of opening an existing

presentation in power point. (CO5)

Q.21 Briefly explain insertion of multimedia elements in

power point. (CO5)

Q.22 Discuss the process of deleting **rows** is a excel

worksheet. (CO4)