

No. of Printed Pages : 4  
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223023

**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 What is the full form of CPU?
- a) Computer Processing Unit
  - b) Computer Principle Unit
  - c) Central Processing Unit
  - d) Control Processing Unit
- Q.2 Which of the following are physical devices of a computer?
- a) Hardware
  - b) Software
  - c) System software
  - d) Package
- Q.3 Various applications and documents are represented on the Windows desktop by
- a) Graphs
  - b) Labels
  - c) Icons
  - d) Symbols
- Q.4 In a spreadsheet, letters are used to represent\_\_\_\_\_
- a) Cells
  - b) Rows
  - c) Columns
  - d) Blocks

- Q.5 What is Microsoft Power Point?
- Spreadsheet Program
  - Presentation Program
  - Database Program
  - All of the above
- Q.6 This can change the physical structure of the document.
- Font
  - Formating
  - Debugging
  - Textbox

### SECTION-B

**Note:** Objective/ Completion type questions. All questions are compulsory. (6x1=6)

- Q.7 A joystick is an \_\_\_\_\_ device.
- Q.8 .xlsx is extension used for a \_\_\_\_\_ file.
- Q.9 \_\_\_\_\_ View is used to view all the slides at once.
- Q.10 The cell that is in use is called an active cell. (True/False)
- Q.11 Microsoft word is a system software. (True/False)
- Q.12 Cells are identified by a combination of letters and numbers in a spreadsheet. (True/False)

### SECTION-C

**Note:** Short answer type questions. Attempt any eight questions out of ten questions. (8x4=32)

- Q.13 Differentiate between DVD and Blu-ray disc.
- Q.14 What are the various types of output devices?

- Q.15 How do you shut down a computer?
- Q.16 How do you save a file in window?
- Q.17 Discuss the process of inserting shapes in a word document.
- Q.18 What are the types and process of aligning text in word document.
- Q.19 How do you switch between different worksheets in an excel workbook?
- Q.20 Discuss the process of deleting columns in a worksheet.
- Q.21 Discuss the steps in adding or deleting a slide in a power point presentation.
- Q.22 Discuss the process of opening an existing presentation in power point.

### SECTION-D

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

- Q.23 What is an input device? Discuss any four input devices in detail.
- Q.24 What is mail merge? Discuss the process of mail merge in detail.
- Q.25 What is power point presentation? Discuss the process of creating and saving a new presentation in power point.