

Q.21 How do you add text boxes in a power point presentation? (CO5)

Q.22 How do you change the font color of text in a slide in power point presentation? (CO5)

SECTION-D

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

Q.23 How do you view a slide show? Discuss the process of adding sounds in a slide show. (CO5)

Q.24 Discuss the process of inserting a table in a word document. How do you insert new rows or columns in an existing table? (CO3)

Q.25 Draw a block diagram of PC. Discuss its components and their respective functions. (CO1)

No. of Printed Pages : 4

Roll No.

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2nd Sem./ OMCA

Subject : Computer 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? (CO1)

- a) Computer processing unit
- b) Computer principle unit
- c) Central processing unit
- d) Control processing unit

Q.2 Windows 95, Windows 98, Windows NT are known as (CO2)

- a) Operating system b) Modems
- c) Domain names d) Processor

Q.3 This can change the physical structure of the document (CO3)

- a) Font b) Formatting

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223023

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223023

- c) Approach d) Debug
- Q.4 Spreadsheets cannot: (CO4)
- a) do calculations b) create graphics
- c) plot graphs d) plot charts
- Q.5 Which of the following is the file extension of the Power Point application? (CO5)
- a) .ppt b) .jpg
- c) .html d) .docs
- Q.6 MS-Word comes after (CO3)
- a) Document production
- b) Graphics
- c) Databases
- d) Numerical Analysis

SECTION-B

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

- Q.7 A joystick is a _____ device (CO1)
- Q.8 What is the shortcut key for help? (CO2)
- Q.9 The word files are saved with the extension _____ (CO3)

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223023

- Q.10 Microsoft word is _____ Software (CO3)
- Q.11 The cell that is in use is called an _____ Cell (CO4)
- Q.12 The shortcut key to open an existing presentation in power point is _____ (CO5)

SECTION-C

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

- Q.13 Discuss the various components of a CPU? (CO1)
- Q.14 What is cache memory? (CO2)
- Q.15 Discuss any two features of windows? (CO2)
- Q.16 Discuss the process of renaming a file in windows? (CO2)
- Q.17 Discuss the process of inserting shapes in a word document. (CO3)
- Q.18 Discuss the usage of find and replace in a word document. (CO3)
- Q.19 How do you switch between different worksheets in an excel workbook? (CO4)
- Q.20 Discuss the process of deleting columns in a worksheet. (CO4)

(3)

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