Q.21 What are the various types of views available in power point? (CO5)

Q.22 How do you shut down a computer? (CO2)

## SECTION-D

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

Q.23 Define the process of formatting a document? (CO2)

Q.24 Differentiate between primary and secondary memory. (CO1)

Q.25 What is slide layout? What are the various slide layouts available in power point? (CO5)

## 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 an input device? (CO1)

a) Plotter    b) Mouse

c) Printer    d) VDU

Q.2 A computer is accurate, but if the result of a computation is false, what is the main reason for it? (CO1)

a) Power failure

b) The Computer Circuits

c) Distraction

d) Incorrect Data Entry

Q.3 Which of the following is not considered hardware? (CO2)

a) Operating System    b) CPU

c) Hard disc    d) Key board

Q.4 A_____ is an application that allows the user to compose and edit simple documents. (CO3)

a) Word processor    b) Spreadsheet

c) Email    d) Browser

Q.5 Which of the following programs enables you to calculate numbers related to rows and columns? (CO4)

a) Window program

b) Spreadsheet program

c) Graphics program

d) Word program

Q.6 Which of the following is the default standard layout in Power Point? (CO5)

a) Blank side

b) Title and content slide

c) Title slide

d) None of these

## SECTION-B

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

Q.7 Brain of computer is_____ (CO1)

Q.8 The monitor screen where all the icons can be placed or seen is called the_____. (CO2)

Q.9 Ctrl+ v shortcut key is used to paste a file in word processor. (True/False) (CO3)

Q.10 xlsx is extension used for a MS Excel file. (True/False) (CO4)

Q.11 It is possible to apply the same transition on all slides in a power point presentation. (True/False) (CO5)

Q.12 What do you mean by Output devices? (CO1)

## SECTION-C

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

Q.13 Briefly explain any two types of input devices. (CO1)

Q.14 What are icons? How do you change the layout of icons in windows? (CO2)

Q.15 What is computer? Discuss the importance of computer. (CO1)

Q.16 How do you work between two MS word windows? (CO3)

Q.17 Discuss the step by step process of text alignment in a word document. (CO3)

Q.18 Discuss the process of adding the values of a column in MS Excel. (CO4)

Q.19 Discuss the types of Graphs in MS excel. (CO4)

Q.20 Discuss the process of opening an existing presentation in power point. (CO5)