Q.18 How do you edit data entered in a cell in MS excel?
(CO4)

Q.19 Discuss the process of inserting graph in MS excel
(CO4)

Q.20 What is power point? How do you start power point on your computer? (CO5)

Q.21 Discuss the process of adding a new template design in power point. (CO5)

Q.22 Discuss the steps in adding or deleting a slide in a power point presentation. (CO5)

SECTION-D

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

Q.23 What is mail merge? Discuss the process of mail merge in detail. (CO3)

Q.24 How do you select a row or a column? Discuss the process of adding and deleting rows and columns in a work sheet? (CO4)

Q.25 What is window? Discuss the features of window in detail. (CO2)

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 brain of the computer? (CO1)

a) Central Processing Unit

b) Memory

c) Arithmetic and Logic Unit

d) Control unit

Q.2 Which of the following is physical device of a computer? (CO1)

a) Hardware   b) Software

c) System Software   d) Package

Q.3 To "maximize" a window means_____ (CO2)

a) Drag it to the Recycle Bin

b) Put only like files inside

c) Expand it to fit the desktop

d) Fill it to capacity

Q.4 What is the MS word used for? (CO3)

a) Design Pictures   b) Design Videos

c) Paint   d) Design Texts

Q.5 Which of the following isn't a part of a spreadsheet? (CO4)

a) row number   b) column number

c) column letter   d) cell address

Q.6 Which of the following is called as page to create a presentation in Power Point? (CO5)

a) Sheet   b) Slide

c) Paper   d) None of the above

SECTION-B

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

Q.7 _____ is designed to control the operation of a computer. (CO1)

Q.8 Ctrl_____ is used to cut and Ctrl_____ is used to paste a file in windows. (CO2)

Q.9 Word processing software is a type of application software. (True/False) (CO3)

Q.10 How do you edit data entered in a cell in MS excel? (CO4)

Q.11 What is a template? (CO5)

Q.12 Software Package is a group of programs that solve multiple problems (True/False) (CO1)

SECTION-C

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

Q.13 What are the full forms of RAM and ROM. Differentiate between RAM and ROM? (CO1)

Q.14 Discuss the process for creating and deleting files in windows. (CO2)

Q.15 What is a computer? Discuss the importance of computers in today's life. (CO1)

Q.16 What is alignment ? What are the types and process of aligning text in word document? (CO3)

Q.17 Discuss the step by step process of changing font color in a word document. (CO3)