

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?
a) Spreadsheet Program
b) Presentation Program
c) Database Program
d) All of the above
- Q.6 This can change the physical structure of the document.
a) Font b) Formating
c) Debugging d) Textbox

SECTION-B

Note: Objective/ Completion type questions. All questions are compulsory. $(6 \times 1 = 6)$

- 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. $(8 \times 4 = 32)$

- 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. $(2 \times 8 = 16)$

- 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.