

**PGDCA - I Sem.**

**(2118)**

**Paper: Paper-I**

**PC Computing-I (MS Office) 2003**

**Time allowed: 3 hrs.**

**Max. Marks: 50**

**Note:** Attempt five questions in All. Select at least one from each Section A, B, C & D. The fifth question may be attempted from any Section.

**Section-A**

1. a) State some salient features of MS-Excel. (5)  
b) Explain various Title bar, Menu bar and Status bar of MS-Word. (5)
2. a) Write a note on Mail Merge. (5)  
b) How tables are created and formatted in MS-Word. (5)

**Section-B**

3. a) Describe various functions that can be performed for text and text boxes in Power-Point. (5)  
b) How multimedia is added in Slide-Show? Explain. (5)
4. a) Explain various "Views" offered by Power-Point. (5)  
b) Explain "Slide Transition" & "Timing slide display" with example. (5)

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**Section-C**

5. a) What is worksheet ? Explain how is it created & text is added & deleted. (5)
- b) How "Sorting" & "Filtering" of data is carried out in Excel ? (5)
6. a) Perform "What -if-analysis" for data in worksheet. (5)
- b) How graphs are created, edited and formatted in Excel ? (5)

**Section-D**

7. a) Write a note on MS-Access. (5)
- b) Define report ? How reports are formatted ? (5)
8. a) What is form ? How a form is related to tables ? (5)
- b) How queries are used in MS-Access ? Explain. (5)

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