

Computer Fundamentals & MS-OFFICE
First Year (Second Semester)
Session (2021-2022)

Time: 03 Hours

Max. Marks: 80

Instructions

- *All the questions of section - A are compulsory.*
- *Attempt any four questions from section – B.*

SECTION – A

Questions (Each carries 2 marks):-

1. Define Superscript and Subscript.
2. Define Mail Merge.
3. Write steps to unhide ruler in MS Word?
4. How will you set paper margins?
5. How to play slide show in Microsoft PowerPoint?
6. How will you rename worksheet in MS Excel?
7. How many worksheets in MS Excel?
8. Write down the shortcut key of Cut, Copy and Paste.
9. In MS Word, write down the steps to create a table?
10. What is extension name of MS Word, MS Excel and MS PowerPoint?

Section – B

Question 1

1. Define Header and Footer in MS Word. Write down the steps to insert Header and Footer in MS Word. 6 Marks
2. Define types of Text Alignment. 4 Marks
3. Write down the types of document views in MS Word? 5 Marks

Question 2

1. Write down the steps to perform the following in relating to MS-Word: - 15 Marks
 - I. How to create footnote?
 - II. How to insert clip art?
 - III. How to align a paragraph?
 - IV. How to add borders?
 - V. How to insert page break?
 - VI. How to create column?
 - VII. How many worksheets in MS Excel?
 - VIII. How to set and clear tab stop positions?
 - IX. How to use find and replace feature?
 - X. How to inspect spell checking?

Question 3

1. Name some basic chart types available in MS-Excel? What are Legends and how are they added on chart? 06 Marks
2. Write down the steps to move a worksheet to another workbook. 03 Marks
3. How to find sum, product and average of Cell D1 to D11? 06 Marks

Question 4

1. What are the functions in spreadsheet software? 03 Marks
2. How to split cell and merge cells in a MS-Excel? 04 Marks
3. Explain the following in relating to MS-Excel: 08 Marks
 - I. Arrange Row height and Column width
 - II. Apply Fonts and Borders
 - III. Adding and Deleting Columns
 - IV. Inserting and Editing Comments

Question 5

1. What is PowerPoint and how does it work? 03 Marks
2. How do you hyperlink slides in PowerPoint? 04 Marks
3. Explain the advantages and disadvantages of PowerPoint? 08 Marks

Question 6

Write short notes on the following in Microsoft Power Point: -

15 Marks

- I. Slide Master & Handout Master
- II. Creating Tables & Organization Charts
- III. Adding Animation Schemes
- IV. Creating Custom Slide Shows
- V. Printing Slides & Handouts
