

SECTION-D

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

- Q.23 Draw a block diagram of PC. Discuss its components and their respective functions.
- Q.24 Elaborate the process of changing the date, time, background color and image in windows.
- Q.25 What is conditional formatting? Discuss the process of conditional formatting in detail.

No. of Printed Pages : 4
Roll No.

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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 language does the computer understand?
- a) Language b) Assembly Language
c) Binary Language d) BASIC
- Q.2 Which of the following devices provides the communication between a computer and the user?
- a) CPU b) I/O Devices
c) Memory d) Control unit
- Q.3 In any window, the maximize button, the minimize button and the close buttons appear on
- a) Tool bar b) Title bar
c) Menu bar d) Status bar

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- Q.4 The placement of information at the left edge, right edge, or center is called
- a) Indentation b) Placement
c) Alignment d) Identification
- Q.5 Which of the following isn't a part of a spreadsheet?
- 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 powerPoint?
- a) Sheet b) Slide
c) Paper d) None of these

SECTION-B

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

- Q.7 _____ software is designed to control the operations of a computer.
- Q.8 The word processing feature that catches most random typographical errors and misspelling is known as _____.
- Q.9 The files prepared in MS Excel are called _____
- Q.10 Keyboard is a point and draw device. (True/False)

(2)

223023

- Q.11 The background image, color, time and date cannot be changed in a computer. (True/False)
- Q.12 Ctrl+M is the shortcut key used to insert a new slide in the current presentation. (True/False)

SECTION-C

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

- Q.13 Differentiate between RAM and ROM.
- Q.14 Discuss the various components of a CPU.
- Q.15 Discuss the features of windows.
- Q.16 What is the process of creating and deleting files in windows?
- Q.17 Discuss the step by step process of changing font color in a word document.
- Q.18 Discuss the usage of find and replace in a word document.
- Q.19 Discuss the process of inserting graph in MS excel.
- Q.20 How do you copy and move cells in an excel worksheet?
- Q.21 What is power point? How do you start power point on your computer?
- Q.22 What is a template? Discuss the process of adding a new template design.

(3)

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