

Rayat Shikshan Sanstha's,
Rajarshi Chhatrapati Shahu College, Kolhapur

Office Automation

Preliminary Exam (2022-2023)

Day & Date: Thursday, 19/01/2023

Class: B.Com-IT-I (Sem-I)

Time: 8:15 am to 11:15 am

Marks: 80

Instructions: 1. Q.1 & Q.8 are compulsory.

2. Attempt any four questions from Q.2 to Q.7

3. Figures to right indicate marks.

Q.1) A. Multiple Choice Questions

10 Marks

1. Microsoft word is ____ software.

- A. Application
- B. Compiler
- C. System
- D. Programming

2. Excel is a ____ program developed by Microsoft.

- A. Spreadsheet
- B. Document
- C. Data management
- D. All of the above

3..Formatting is performed on

- A. Text
- B. Table
- C. Menu
- D. Both (a) and (b)

4. Which of these is the page setup orientation by default of the slides in PowerPoint?

- A. Landscape
- B. Portrait
- C. Vertical
- D. None of the above

5. What is the extension of a Microsoft Excel file?

- A. msxcl
- B. xcl
- C. xlsx

D.xlsm

6. Which of the following software is used for making a resume?

- (A) MS Excel
- (B) MS Word
- (C) Dev C
- (D) Java

7. Microsoft Excel is used for?

- A. Analysis
- B. Data Entry
- C. Data Management
- D. Accounting
- E. Budgeting
- F. All of the above

8. From which of these menus can we access a Text Box, Picture, Chart etc.?

- A. View
- B. Insert
- C. Edit
- D. File

9. Select all the text in MS Word document by

- A. Ctrl +S
- B. Ctrl + 1
- C. Ctrl + A
- D. Ctrl + V

10. Which of the following is the shortcut key to insert a new slide between the current presentation?

- A. Ctrl + N
- B. Ctrl + K
- C. Ctrl + M
- D. Ctrl + O

Q.1) B. Write Short answer question (Any 2 out of 4) 10 Marks

1. What are the tools used in MS-word?
2. Write a note on page style
3. What is use of MS Excel
4. Write Ms Excel features

Q.2) How to insert picture in the Ms word. 10 Marks

Q.3) Explain Office button in ms word. 10 Marks

Q.4) Explain ribbon and tabs in MS word. 10 Marks

Q.5) How to create new spreadsheet in Ms Excel. 10 Marks

Q.6) How to enter and edit data in spreadsheet ? Explain it. 10 Marks

Q.7) How to apply and edit templates in Presentation in Ms powerpoint. 10 Marks

Q.8) Write Short Notes on (Any 4 Out 6). 10 Marks

1. Features of Ms Office
2. Software packages
3. Formatting spreadsheet
4. Page style
5. Creating table with setting in ms word
6. Function types available in ms Excel