

S.D.E.
S.Y.B.A. (Tourism Studies) : SUMMER - 2019
SUBJECT: MS -OFFICE

Day: Tuesday
Date: 16/04/2019

Time: 11.00 AM TO 02.00 PM
Max. Marks: 70

S-2019-4620

N.B.:

- 1) All questions are **COMPULSORY**.
- 2) Figures to the right indicate **FULL** marks.

Q.1 Write short notes on any **FOUR** of the following: **(20)**

- a) MS-PowerPoint
- b) MS-Outlook
- c) Animation
- d) WorkBook
- e) Header and Footer

Q.2 Attempt any **ONE** of the following: **(10)**

- a) Write the steps to create an account in MS-Outlook.
- b) Explain the functions in MS-Excel with Syntax:
 - i) AVERAGE
 - ii) SUM
 - iii) IF
 - iv) MAX
 - v) COUNT

Q.3 Attempt any **TWO** of the following: **(10)**

- a) Write the steps involved to insert a new row before an existing row.
- b) What is WordArt in MS-Word?
- c) What are the functions of Paragraph formatting in Home Menu in MS-Word?

Q.4 Attempt any **ONE** of the following: **(10)**

- a) Explain briefly all functions under Insert Menu in MS-PowerPoint.
- b) Explain the following MS-Word options:
 - i) Watermark
 - ii) Hyperlink
 - iii) Symbols
 - iv) TextBox
 - v) ClipArt

Q.5 Attempt any **TWO** of the following: **(10)**

- a) What are the features of Page Setup in MS-Excel?
- b) List out all the applications of Word Processing.
- c) Define Presentation and give its applications.

Q.6 Attempt any **ONE** of the following: **(10)**

- a) What is spreadsheet? List all the applications of spreadsheet.
- b) What is Macros? Explain the steps for creating Macros in MS-Excel.

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