

S.D.E.
S.Y.B.A. (TOURISM STUDIES) : SUMMER - 2018
SUBJECT : MS-OFFICE

Day : **Thursday**
Date : **19/04/2018**

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

S-2018-4124

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-Power Point
- b) MS-Word
- c) Work book
- d) MS-Outlook
- e) Header and Footer.

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

- a) What is spreadsheet? List all the applications of spreadsheet.
- b) Explain the functions in MS-Excel with syntax.
i) SUM ii) AVERAGE iii) COUNT iv) MAX v) IF

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

- a) Write the steps to insert the table in MS-Word.
- b) What is Word Processing?
- c) Explain in brief the importance of MS-Power Point.

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

- a) Write the steps to create an account in MS-Outlook.
- b) List and explain in brief different e-mail sending operations.

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

- a) Write down the steps for creating simple presentation in MS-Power Point.
- b) What is WordArt in MS-word?
- c) List out atleast five difference between MS-Office and MS-Excel.

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

- a) Explain Menu bar in MS-Word.
- b) Explain the following options in MS-Word briefly.
i) Hyperlink ii) Clip Art
iii) Text box iv) Water mark

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