

**S.D.E.**  
**S.Y.B.A. (Tourism Studies) : WINTER - 2018**

**SUBJECT: MS - OFFICE**

Day: Tuesday  
Date: 16/10/2018

**W-2018-4238**

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

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**N.B.:**

- 1) All questions are **COMPULSORY**.
  - 2) Figures to the right indicate **FULL** marks.
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**Q.1** Write short notes on any **FOUR** of the following: **(20)**

- a) Drafting
- b) Formatting Text
- c) MS-Outlook
- d) Restore
- e) Backup

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

- a) What is spreadsheet? List all the applications of spreadsheet.
- b) Explain the functions of MS-Excel with Syntax.
  - i) SUM
  - ii) IF
  - iii) COUNT
  - iv) MIN
  - v) ROUND

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

- a) What is the WordArt in MS-Word?
- b) List out at least five differences between MS-Word and MS-Excel.
- c) How is sorting of data done in MS-Excel?

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

- a) Explain briefly the process to create simple presentation in MS-PowerPoint by inserting picture and video file.
- b) Explain Menu Bar in MS-Word.

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

- a) Write down the steps needed to split and merge the table in MS-Word.
- b) List out all the applications of Word Processing.
- c) What are the features of Page Setup in MS-Excel?

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

- a) Write the steps to create an account in MS-Outlook.
- b) Explain the following MS-Word options:
  - i) Merge
  - ii) Picture
  - iii) Hyperlink
  - iv) Watermark
  - v) ClipArt

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