

S.D.E.
S.Y.B.A. (TOURISM STUDIES) : WINTER - 2017

SUBJECT: MS OFFICE

Day : Tuesday
Date : 31/10/2017

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

W-2017-3933

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-Outlook
- b) Animations
- c) Restore
- d) Workbook
- e) Drafting

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

- a) Explain the steps involved in creating simple presentation in MS-PowerPoint.
- b) Explain the following MS-word options.
(i) Merge (ii)Page Layout (iii) Watermark (iv) Hyperlink (v) Symbols

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

- a) Write the steps involved to insert a new row before an existing row.
- b) What are the functions of paragraph formatting in Home Menu in MS-Word?
- c) How is sorting of data done in MS-Excel?

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

- a) Explain Menu Bar in MS-Word.
- b) Explain briefly all functions under Insert Menu in MS-PowerPoint.

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

- a) List out all the applications of Word Processing.
- b) List out atleast 5 differences between MS-Office and MS-Excel.
- c) What is WordArt in MS-Word?

Q.6 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) IF (iii) COUNT (iv) AVERAGE (v) ROUND

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