

Subject : MS-Office

Day : Monday
Date : 11/04/2016



Time : 11.00 AM TO 02.00 PM
Max Marks : 70 Total Pages : 1

N.B.:

- 1) All questions are **COMPULSORY**.
 - 2) Figures to the **RIGHT** indicate full marks.
 - 3) Draw neat labeled diagrams **WHEREVER** necessary.
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Q.1 Attempt any **FOUR** of the following: **(20)**

- a) Explain the different text effects used in MS-Word.
- b) Describe the insert menu of MS-Excel.
- c) Write steps to insert the table in the MS- Word.
- d) Explain the Go option in the MS Outlook.
- e) Describe the reference menu used in the MS- Excel.

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

- a) What is a macro? Explain the steps of creating macro in the MS-Word.
- b) Explain the following functions in MS Excel
(i) EXP (ii) FACT (iii) LOG (iv) POWER (v) ROUNDUP

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

- a) Write down the steps of insert charts in Excel sheet.
- b) Explain the view menu in MS-Excel.
- c) Explain the Tools in outlook.

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

- a) Explain the slide show menu of MS PowerPoint.
- b) Explain the following options of MS-word
i) Hyperlink (ii) Clipart (iii) Header and Footer (iv) WordArt (v) Text box

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

- a) State the different animation scheme in MS PowerPoint.
- b) Explain the importance of MS-PowerPoint.
- c) Explain the different format cell option in MS-Excel.

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

- a) Explain the menu bar in the MS- Excel.
- b) Explain the home menu in the MS-Word.

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