

**Subject : MS-Office**

Day : Monday  
Date : 10/10/2016

**S.D.E.**



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

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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) Spreadsheets
- b) Animations
- c) MS-Outlook
- d) Formatting Text
- e) Drafting.

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

- a) What is Macros? Explain the steps for creating Macros in MS-Word.
- b) Briefly explain Slide Show Menu of MS-Power Point.

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

- a) Write steps to save and print the document in MS-Word.
- b) What is MS-Power Point? List all the applications of MS-Power Point.
- 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 the following MS-Word options:  
i) Hyperlink ii) Water mark iii) Symbols iv) Picture v) Merge
- b) Explain the following formulae's in MS-Excel with syntax.  
i) ROUND ii) IF iii) SUM iv) MAX v) COUNT

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

- a) Write all steps needed to split 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) Explain briefly all functions under Insert Menu in MS-PowerPoint.
- b) Difference between MS-Excel and MS-PowerPoint.

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