#### Term-End Examination - December, 2016

#### Diploma in Computer Application

#### DCA-02: MS-OFFICE

#### (WORD, EXCEL, POWERPOINT, MS-VISIO)

(2015 Syllabus)

Time - 3 hours

Full Mark - 100

Answer any four questions from Group - A', any two questions from Group - B' and any three questions from Group - 'C'.

Group - 'A'

Mark: 5 × 4= 20

(Answer any four questions each within 100 words)

Q. No. I

- a) "MS-Office is application oriented software". Discuss.
- b) Briefly discuss different functions of standard tool bar of Ms-Word.
- c) What do you mean by Alignment? Discuss various alignments available in Ms-Word.
- d) What is a range? How it differs with cell?
- e) What is the use of Auto sum in Excel? Explain with examples.
- f) Write a note on print preview.
- g) What are the various shapes used in MS-Visio.

Group 'B'

Mark: 10 × 2= 20

(Answer any two questions each within 250 words)

Q. No. 2

- a) What is the use of Word art in MS-Word? Discuss
- b) What is clip art? How to insert clip art in MS-word?
- c) Differentiate between Worksheet and Spreadsheet also explain various components of Excel.
- d) What is a protection? Discuss various steps to protect a worksheet.
- e) What are the steps to give header and footer in a document?

Group 'C'

Mark: 20 × 3= 60

(Answer any three questions each within 500 words)

- Q.No.3 What is mail merge? What are its advantages? Discuss various steps of Mail merge.
  - Briefly discuss various functions of Ms-Excel along with examples.
  - 5. What is the use of chart in Excel? Briefly discuss various charts available in excel.
  - 6. "Slides are individual pages of presentations". Discuss,
  - 7. Discuss the use of organization chart of MS-Power Point.
  - 8. Write a note on Pivot table along with an example.

# **Ms Office Question In For Exam**

**Lingsheng Yao** 

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