

**Total No. of Pages: 1**

**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:  $5 \times 4 = 20$

*(Answer any four questions each within 100 words)*

Q. No. 1

- 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:  $10 \times 2 = 20$

*(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:  $20 \times 3 = 60$

*(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.

4. 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.