

**Term End Examination - June, 2017**  
**Diploma in Computer Application**  
**DCA-01: MS-Office (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) What are different types of application software? Write their uses.
- b) Write a short note on multi-programming.
- c) What is a spreadsheet? Write the uses of a spreadsheet.
- d) What are various wizards available in PowerPoint?
- e) What is a chart? What are various kinds of charts?
- f) Write the role of function wizard in MS-Excel?
- g) What are the various shapes used in MS-Word?

**Group - 'B'**

Mark:  $10 \times 2 = 20$

*(Answer any **two** questions each within 250 words)*

Q. No. 2

- a) What is the use of a Table in MS-Word? Write different steps to create table.
- b) What are Header and Footer? How to insert Header and Footer in MS-word?
- c) Differentiate between absolute address and mixed address with example.
- d) Briefly explain about "Templates" in PowerPoint.
- e) What is the use of slides in PowerPoint?

**Group - 'C'**

Mark:  $20 \times 3 = 60$

*(Answer any **three** questions each within 500 words)*

Q.No.3 What is page-set up in MS-Word? Discuss various steps to set up a page.

4. What are bullets? What are its types? Explain the procedure for adding and removing bullets and numbers.
5. Discuss various features of MS-Excel.
6. What is the function of Auto sum in MS-Excel? Explain along with example.
7. Write a note on organization chart on PowerPoint. Why it is used?
8. What is the use of Pivot Table in Excel? Explain with example.