Aryan College

Office Automation & PC Software

Unit I: **Windows**

1. Explain the features of Recycle bin.   [2017]
2. What do you understand by Multiprocessing?   [2015]
3. Write advantages of GUI.   [2015,2014]
4. Explain Disk Defragmentation.   [2015]
5. How can you set the size of Recycle bin?   [2015,2014]
6. What is the role of control panel in MS-Windows? Describe the basic task of various options available in the control panel.   [2015]
7. What are the advantages of Screen Saver?   [2014]
8. Write down the steps to install new printer?   [2014]
9. Explain the concept of GUI. What are the advantages of windows explorer? Explain the file edit and view menus of explorer.   [2013]
10. Explain the various managerial function of MS-Window.   [2013]
11. What is the GUI concept? What are the major software components on control panel? Explain in brief.   [2013]
12. What is the purpose of windows explorer? Explain, how to open folder through explorer. [2013]

Unit II: **MS- Word**

1. What is paste special?   [2017,2015,2014]
2. What is left indent?   [2017,2014]
3. Write the use of justify alignment?   [2017]
4. Discuss the utility of Mail Merge facility in MS-Word. Write down the steps to create a Mail Merge document with merging a database?   [2017,2015]
5. What is clipboard?   [2017]
6. a) explain the following in MS-Word: [2017]
    i.   Mirror Margins
    ii. Auto Correct
    iii. Drop Cap
    iv. Header and Footer
7. Write various functions in MS-Word.   [2017]
8. What is Page Orientation?   [2016]
9. What is Gutter Margin?   [2016]
10. Why thesaurus tools are used in document?   [2016]
11. Differentiate between Paste and Paste Special?   [2016]
12. What is word-wrap option? Explain its work?   [2016]
13. What is the purpose of inserting header and footer document?   [2016]
14. Explain word processor. Give the features of MS-Word.   [2016]
15. Explain parts of word windows. Also explain different views in MS-Word window. [2016]
16. Explain the "word wrap" feature in word processor.   [2015]
17. What is meant by style sheet?   [2015]
18. Why Auto-Correct option is used in MS-Word?   [2015,2014]
19. What do you mean by word wrap?   [2014]
20. What is the use of ruler line in MS Word?   [2014]
21. What do you mean by paragraph formatting?   [2014]
22. How many views are available in MS-Word? Explain each of them.   [2014,2013]
23. Why do you need to preview a document?   [2013]
24. What is meant by formatting text?   [2013]
25. What is the auto text feature is used for?   [2013]
26. What is the purpose of short cuts?   [2013]
27. What paste as hyperlink in MS-Word?   [2013]
28. Mention the ways of editing a table using mouse and keyboard?   [2013]
29. What is format painter? Explain its function.   [2013]

30. Describe any two views provided by the word. [2013]
31. What do you mean by Wizard? Explain the purpose of preparing a letter using wizard. [2013]
32. What is the utility of Mail Merge facility in MS- Word. Write a small program to show the benefits of this facility for preparing mailing letters and envelops. [2013]
33. Distinguish between protecting documents and adding password to the document. [2013]
34. Describe the file types associated with Ms- Word files. [2013]

Unit III: MS-Excel

1. What is Cell Referencing? [2017,2013]
2. What is Goal Seek? [2017,2013]
3. Define cell?
4. What is Spreadsheet? Explain various features of MS-Excel? [2017]
5. What is Worksheet? Explain different charts in MS-Excel with three steps and examples? [2017,2013]
6. (i) What is Validations in MS-Excel? Write down the steps to create validation? [2017]
   (ii) Explain the pivot table in MS-Excel? [2017]
7. What is the smallest width of a column? [2016]
8. What is dynamic range in data source of pivot table? [2016]
9. What are the benefits of using formula in excel sheet? [2016]
10. How the charts are useful in excel? Compare any three chart types available in excel? [2016,2014]
11. What is a worksheet? How can a new worksheet add, delete, and rename? Explain? [2016]
12. How design view is different from data-sheet view? Explain? [2016]
13. Explain the option Scenario in MS-Excel? [2015]
14. Explain the function countif (). [2015]
15. Differentiate between function and formula. [2015]
16. Explain the types of graph available in MS-Excel. Explain the use of various graph. [2015]
17. What is spreadsheet? What is the use of fill command in MS-Excel? Also explain fill series option? [2015]
18. What is auto fill in MS-Excel? [2014]
19. What do you mean by formula? What is the use of formula? [2014]
20. What is cell referencing? Describe its various types? [2014]
21. Explain the function of circular references. [2013]
22. How many rows and columns in MS-Excel sheet? [2013]
23. Explain the function of the pivot tables. [2013]

Unit IV: Power Point

1. What are speaker notes in MS-Power Point? [2017]
2. Explain OLE in MS-Power Point? [2017,2013]
3. What is Slide? [2016]
4. What is Motion path in power point? [2016]
5. Define custom animation? [2016]
6. What is the difference between animation and transition? [2016]
7. What is shortcut of slide-show in power point? [2015]
8. Write extension of power point. [2015]
9. What is use of sound clip in NS-Power Point? [2014]
10. What are the differences and similarities between slide transition and custom animation? Explain an example. [2014]
11. What is slide from outline power-point? [2013]