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**DHANALAKSHMI SRINIVASAN COLLEGE
OF ARTS & SCIENCE FOR WOMEN
(AUTONOMOUS)**

(For Candidates admitted from 2019-2020 onwards)



UG DEGREE EXAMINATIONS -APRIL 2021

BBA-AVIATION MANAGEMENT

PC SOFTWARE (MS OFFICE)

Time: 3 Hrs

Max.Marks: 75

PART - A

CHOOSE THE CORRECT ANSWER

(10*1=10)

1. Identify the tool which is used to move and copy data within or between document files.
a) Undo b) Paste c) Find d) Replace
2. Windows is a _____ operating system.
a) Multitasking b) Multiprogramming c) Parallel d) Serial
3. The ____ button in the Standard toolbar open a new word document.
a) Recent b) Info c) Outline d) New
4. The Cut and Paste method is used to _____ text.
a) Edit b) Paste c) Move d) Erase
5. The area formed by the intersection of a row and column is called the _____.
a) cell b) column c) row d) sheet
6. A formula in Excel always begin with _____.
a) + b) | c) = d) -
7. Which of these is not the view of PowerPoint?
a) Slide Show view b) Slide Sorter view c) Normal view d) Sketch view
8. What is Extension of PowerPoint Presentation?
a) .POT b) .PPT c) .PTP d) .PPE
9. A __ name must be unique within a database
a) Table b) Field c) Record d) Character
10. It is an association established between common fields of two tables.
a) line b) relationship c) primary key d) records

PART – B

ANSWER ALL THE QUESTIONS

(5*7=35)

11. a) How would you print a document?

(OR)

b) Describe the creation of New Folder on Desktop.

12. a) Write short note on AutoCorrect word editing technique.

(OR)

b) Illustrate, how would you check the Spelling in Word?

13. a) How would you enter, edit and erase data in Excel?

(OR)

b) Write different formatting options available in Excel.

14.a) Describe the creation of PowerPoint presentation with a template.

(OR)

b) Explain Slider sorter view.

15.a) Illustrate the creation of Database Table.

(OR)

b) Describe how would you delete a field in access.

PART – C

ANSWER ANY THREE QUESTIONS

(3*10=30)

16. List and explain any ten Formatting Toolbar Buttons.

17. Explain in brief the Creation of table and Entering text in the table.

18. Illustrate simple calculation in Excel.

19. Outline the steps in creating an Organization Chart Slide.

20. Elaborate the types of queries in Access.