



**LBS CENTRE FOR SCIENCE AND TECHNOLOGY
DIPLOMA IN COMPUTER APPLICATION(SOFTWARE) REGULAR/SUPPLEMENTARY
EXAMINATION JANUARY 2020**

DC 02 MSOFFICE AND INTERNET

Time: 1 Hr.

Max Marks: 50

PART A

I. Answer ALL Questions in one or two sentences (Each Question carries 2 Marks)

1. What are the office system requirements?
2. Define Deltree command in MS DOS?
3. How to change system Date and Time?
4. What are the Change Case options in MS Word?
5. What are the different views in in MS Word?
6. What is Cell and Cell address in Excel?
7. What is the use of Wrap Text in Excel?
8. What is Domain?
9. Define any two Formatting tags in HTML?
10. What is web browser? Write any two web browser?

[10 x 2=20]

Part B

II Answer any FIVE of the following (Each Question carries 4 marks)

1. Explain nature of works in an office.
2. Explain any two Internal and External DOS commands with example.
3. Explain folder manipulation commands in Windows Explorer.
4. Define : Drop cap , Header and Footer in Word
5. What is the use Tabs in word? How to create different tab stops in Word?
6. What is the use of IF () function in Excel? Explain with an example.
7. Differentiate Auto filter and Advanced filter in Excel?
8. Explain Subtotal in Excel with an example.
9. Explain the use of Power point.
10. What is Report in MS Access? Write down the steps to create Report?

[5 x 4=20]

Part C

III Answer any one of the following (10 marks)

1. In Word, explain : a) Table manipulation commands b) Mail merge.
2. Explain Database and any four database functions in Excel.

[1 x 10=10]
