WINDOWS AND OFFICE AUTOMATION - BAP-103

Time : Three Hours]   [Maximum Marks : 45

Note : Attempt *two* questions each from Section A and B, and the entire Section C.

Section : A

1.   Briefly explain various types of Operating system, giving an example of each type.   9

2. Differentiate between the following :   4.5
    (a)   System and Application software.   4.5
    (b)   Compiler and Interpreter.   9
3. Give the basic layout of Windows, and write in brief about window controls.
4. Why do we need Maintenance ? Elaborate on the different maintenance utilities of Windows. 9

Section - B

5. List various toolbars of MS-Excel 2007. Explain any *five* data tool options available in Data tab of
    MS-Excel 2007.   9
6. Write in detail about creating a worksheet and entering data into in MS-Excel 2007.
7. How tables can be created in MS-Access 2007 ? Also wrire in brief about various operations that
    can be carried on table data.   9
8. How forms and reports can be created in MS-Access 2007 ? What are their advantages ?   9

Section - C

9. Answer all the following in 3.5 lines each :
    (a)   List the functions of Operating system as Resource manager.
    (b)   How can you search a file in Windows ?
    (c)   What are the various methods for resizing a window ?
    (d)   Write the squence of steps required to rename a worksheet in MS-Excel 2007.
    (e)   What do you mean by Cell referencing ?
    (f)   Define Macros.   (1½×6=9)