

WINDOWS AND OFFICE AUTOMATION - BAP-103

Semester - II

Time : Three Hours]

[Maximum Marks : 45

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

- SECTION-A**
- I. Elaborate on various functions of an operating system as a resource manager. 9
 - II. What do you mean by system software? Explain various types of systems software. 9
 - III. What are different parts of Windows? Explain each part in brief. 9
 - IV. How can you configure a system through control panel? Give various control panel options available in Windows. 9

- SECTION - B**
- V. Explain the various groups and options available in Home tab of Excel 2007. 9
 - VI. What do you mean by cell reference? How cell reference can be made in MS-Excel 2007? Also write in brief about the use of various built-in formulae in MS-Excel 2007. 9
 - VII. What is the significance of data validation? How it can be implemented in MS-Access 2007. 9
 - VIII. Write in detail about sorting and filtering in MS-Access 2007. 9

- SECTION-C**
- IX. Answer the following in 3-5 lines each :
- (a) What are the various types of operating system?
 - (b) Write various steps for adding or removing a program in Windows.
 - (c) Give the labelled diagram of Windows task bar. Also, briefly explain each part.
 - (d) What are various data types available in MS-Excel 2007?
 - (e) What are various methods for saving and quitting a worksheet?
 - (f) How can you create reports in MS-Access 2007? (1.5×6=9)
-