

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

1. Briefly explain various types of Operating system, giving an example of each type. 9
2. Differentiate between the following :
 - (a) System and Application software. 4.5
 - (b) Compiler and Interpreter. 4.5
3. Give the basic layout of Windows, and write in brief about window controls. 9
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 write in brief about various operations that can be carried on table data.
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 sequence 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)