

Total No. of Questions: 4

Total No. of Printed Pages: 1

AISSMS College of Hotel Management and Catering Technology, Pune

Seat No:

[0607]/CMOE113A/2025/BBACM_SEM1

FYBBACM (First Semester) Examination, 2025

CMOE113A - BASICS OF MS OFFICE

(2024 Pattern)

Time: 1 Hr.

Maximum Marks: 15

Instructions: -

- (i) Solve any three questions
- (ii) All questions carry equal marks.
- (iii) Draw diagrams wherever necessary.

Q1. Explain the terms:

- | | |
|-------------------------|-------|
| A) Antivirus Software | [1] |
| B) System Software | [1] |
| C) Random Access Memory | [1] |
| D) Ctrl + S | [1] |
| E) Ctrl + X | [1] |

Q2. Enlist and draw any five charts that can be prepared in MS Excel. [5]

Q3. Explain any five features of a computer. [5]

Q4. What do you understand by transition? Enlist any four transit effects. [5]
