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AISSMS College of Hotel Management and Catering Technology, Pune

Seat No.	
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[0607]/HSOE113A/2025/BSCHS\_SEM1

FYBSC Hospitality Studies (First Semester) Examination, 2025

HSOE113A - BASIC OF MS OFFICE

(Rev. 2023 Pattern)

Time: 1 Hour

Maximum Marks: 15

Instructions: -

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

**Q.1.** *Explain the terms:*

- |                      |     |
|----------------------|-----|
| A) Software          | [1] |
| B) Secondary Storage | [1] |
| C) CPU               | [1] |
| D) Antivirus         | [1] |
| E) Computer          | [1] |

**Q.2.** What is Transition? Name any 3 types of Transitions [5]

**Q.3.** Explain any 3 features of Home tab in MS Word and Name any 2 fonts used in MSWord [5]

**Q.4.** Discuss any 5 Charts used in MS Excel. [5]

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