

Total No. of Questions: 4

Total No. of Printed Pages: 1

AISSMS College of Hotel Management and Catering Technology, Pune

Seat No:

[0607]/OE245B/2025/BHMCT_SEM4

SYBHMCT (Fourth Semester) Examination, 2025

OE245B – BASICS OF MS OFFICE

(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.

Q1. Explain the terms :

- | | |
|---------------------------|-------|
| A) Hyperlink | [1] |
| B) Anti-Virus | [1] |
| C) Application Software | [1] |
| D) Read Only Memory (ROM) | [1] |
| E) Superscript | [1] |

Q2. Explain what do you understand by slide transition? Enlist any four transit effects. [5]

Q3. Explain any five functions available in Insert Menu of MS Word. [5]

Q4. Enlist and draw any five charts that can be prepared in MS Excel. [5]
