

AISSMS College of Hotel Management and Catering Technology, Pune

Seat No:

[0607]/CMOE113A/2026/BBACM_SEM1

FYBBACM (First Semester) Examination, 2026

CMOE113A - BASICS OF MS OFFICE

(2024 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) Computer [1]
- B) Hardware [1]
- C) Word Art [1]
- D) Transition [1]
- E) Auto sum [1]

Q2. Explain the Home Menu of MS Word with its features. [5]

Q3. Define MS Excel and explain any four features of it. [5]

Q4. Explain the Insert Menu of MS PowerPoint with examples. [5]
