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AISSMS College of Hotel Management and Catering Technology, Pune

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| Seat No. | |
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[0607]/HSOE113A/2026/BSCHS_SEM1

FYBSCHS (First Semester) Examination, 2026

HSOE113A - BASIC OF MS OFFICE

(2025 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 following terms

- a) Computer [1]
- b) Input devices [1]
- c) Computer virus [1]
- d) Hardware [1]
- e) Wallpaper [1]

Q.2. Describe the home menu of MS Word. [5]

Q.3. Explain the features of the formula menu of MS Excel. [5]

Q.4. Describe the animations menu of MS PowerPoint. [5]
