

Total No. of Questions: 4

Total No. of Printed Pages: 1

AISSMS College of Hotel Management and Catering Technology, Pune

Seat No:

[0607]/OE245B/2026/BHMCT_SEM4_Revised

SYBHMCT (Fourth Semester) Examination, 2026

OE245B - BASICS 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.

Q1. Explain the terms :

- A) Hardware [1]
- B) Operating System [1]
- C) Header Footer [1]
- D) Conditional Formatting [1]
- E) Animation [1]

Q2. Explain 5 types of Computer with examples. [5]

Q3. What is insert menu in excel, give any 6 examples in insert tab? [5]

Q4. Explain the process of exporting video in power point. [5]
