

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

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 ]

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