

Kanoria PG Mahila Mahavidyalaya, Jaipur
Department of Computer Science
106- Office Management Tools
BCA I
Question Bank

1. What is a File?
2. How many types of DOS Commands?
3. What is Root Directory?
4. Which command is used to list directories in MS DOS?
5. How to rename file in MS-DOS ?
6. What is the use of Copy con command?
7. What is the difference between Del and RD command?
8. What are header and footer?
9. How to print document in MS Word?
10. What is PDF?
11. Why do we use forms in Access?
12. Define hyperlink.
13. What is a presentation?
14. What is the other name given to a worksheet?
15. Where do you find the auto sum option in Excel?
16. How do you start a formula in Excel?
17. Define animation?
18. What is transition in PowerPoint?
19. Write the keyboard shortcut to start a slide show.
20. What is the shortcut to print a worksheet?
21. Define relative addressing.
22. Define absolute addressing.
23. What is indexing in MS Access?
24. Define DBMS.
25. What is the use of creating primary key?
26. What is the meaning of a field declared 'unique' and 'not null' in Access?
27. What is a field in database?
28. What is relational database?
29. Define query.
30. What is the use of flash fill option in Excel?
31. What is Operating System?
32. Explain functions of Operating System.
33. What are the difference between GUI and CLS?
34. What are the differences between SAVE and SAVE AS?
35. What is BIOS?
36. What are the limitations of FAT?
37. Explain File naming rules.
38. What is the difference between a file, a folder, and a shortcut?
39. Explain features of MS Word.
40. Explain formatting tools in MS Word.
41. Explain Macro.
42. Differentiate between a worksheet and a workbook.
43. What is the use of AutoSum and AutoFill option in MS Excel? Explain.
44. Write the steps to create border in a table in MS Excel.

45. How can you insert row in a table? Write the steps for the same.
 46. What is the use and advantage of master slides?
 47. What is File System?
 48. Explain FAT and NTFS file System.
 49. Explain Booting Process.
 50. Explain various Directory Structures with advantages and disadvantages.
 51. Explain various Internal and External Dos commands.
 52. Explain Mail Merge with suitable example.
 53. Discuss the different types of charts in Excel.
 54. Write the steps to sort the data of a table in MS Access.
 55. What is hyperlink in MS PowerPoint?
 56. Write the steps to create hyperlink.
 57. Write steps to navigate slides using action buttons.
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