2025/12

REV-01
BBA/78/84

SET A

BACHELOR OF BUSINESS ADMINISTRATION
FIRST SEMESTER
BASICS OF MS OFFICE
BBA – SEC – 151
[USE OMR SHEET FOR OBJECTIVE PART]

Duration: 1.30 hrs. Full Marks: 35

Objective

Time: 15 mins. Marks: 10

1×10=10

Choose the correct answer from the following:

1. Files created in MS Word have the extension:
   a. .xls b. .ppt
   c. .docx d. .docs

2. Which of the following is not a component of MS Office
   a. MS Word b. MS Paint
   c. MS excel d. MS PowerPoint

3. Header and Footer are used for
   a. Page numbering b. Changing margins
   c. Creating hyperlinks d. Inserting images

4. MS Excel is mainly used for:
   a. Typing letters b. Managing data and calculations
   c. Creating presentations d. Drawing pictures

5. What is the intersection of a row and column called?
   a. Field b. Cell
   c. Range d. Address

6. File extension for PowerPoint presentations is:
   a. pptx b. .docx
   c. .xlsx d.) .pdf

7. The default file extension of Word 2016 and later versions is:
   a. To store files b. To provide quick access to commands
   c. To type text d. To show the title

8. To make selected text bold, use:
   a. Ctrl + B b. Ctrl + C
   c. Ctrl + I d. Ctrl + U

9. Which function divides a document into different sections?
   a. Page Break
   b. Section Break
   c. Line Break
   d. Column Break

10. Page Orientation is found under:
   a. Insert Tab
   b. Layout Tab
   c. Home Tab
   d. View tab

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Descriptive

Time : 1 Hr. 15 Mins. Marks : 25

[Answer question no.1 & any two (2) from the rest]

1. How do you define MS office in your words? Explain the components of MS office. 5

2. Explain the functionality of following Ribbons: 2.5×4=10
   a) Home
   b) Insert
   c) Design
   d) Layout

3. Anita Verma is preparing a professional resume to apply for a management trainee position in a reputed company. Explain how Anita can use MS Word to create and format her resume. Illustrate the process by mentioning the functions and features of MS Word (such as tables, bullets, headers, formatting tools, and styles) that she should use to make her resume well-structured, visually appealing, and suitable for submission. 5+5=10

4. Rahul Mehta has been assigned to prepare a PowerPoint presentation on sustainable business practices as part of his academic curriculum. Explain how Rahul can use MS PowerPoint to create and organize his presentation. Mention the features he would use and describe the steps he would follow to make the presentation clear, engaging, and suitable for classroom delivery. 5+5=10

5. What are the key features of MS PowerPoint that make it useful for business presentations? Write three tips for making an effective business presentation. What are animations and transitions in PowerPoint? How are they used? Why should charts and visuals be included in project presentations? 2+3+3+2=10

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