

[This question paper contains 2 printed pages.]

Your Roll No.....

Sr. No. of Question Paper : 11050 K

Unique Paper Code : 6133380048

Name of the Paper : Computing for Modern Office

Name of the Course : **B.A. (VS) MOM**

Semester : VII-NEP

Duration : 1 Hour Maximum Marks : 30

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. Attempt any **5** questions.
3. **All** questions carry equal marks.

1. Explain the role of multimedia tools and social media platforms in enhancing modern office communication and marketing. Give suitable examples.
2. Discuss the significance of AI tools such as ChatGPT, Grammarly, and Otter.ai in improving productivity and communication efficiency in modern workplaces.

11050

2

3. Discuss the process of inserting hyperlinks and bookmarks in a document. How can converting files between Word and PDF formats improve document management?
4. Explain the steps and importance of creating an effective document layout, including margins, orientation, and pagination. How does password protection enhance document security?
5. Describe the various methods of viewing and managing slides in a presentation. How do animations, transitions, and rehearse timings enhance presentation delivery?
6. Explain how SmartArt, charts, and themes can be used to design visually appealing presentations. Illustrate with suitable examples.
7. Discuss how animations and transitions can be effectively used in slides without distracting the audience. Provide examples of best practices.
8. Describe how the functions MIN, MAX, AVERAGE, and COUNT are used in data summarization. Give examples for each.

P.T.O.

(300)

[This question paper contains 2 printed pages.]

Your Roll No.....

Sr. No. of Question Paper : 11050 K

Unique Paper Code : 6133380048

Name of the Paper : Computing for Modern Office

Name of the Course : **B.A. (VS) MOM**

Semester : VII-NEP

Duration : 1 Hour Maximum Marks : 30

Instructions for Candidates

1. Write your Roll No. on the top immediately on receipt of this question paper.
2. Attempt any **5** questions.
3. **All** questions carry equal marks.

1. Explain the role of multimedia tools and social media platforms in enhancing modern office communication and marketing. Give suitable examples.
2. Discuss the significance of AI tools such as ChatGPT, Grammarly, and Otter.ai in improving productivity and communication efficiency in modern workplaces.

11050

2

3. Discuss the process of inserting hyperlinks and bookmarks in a document. How can converting files between Word and PDF formats improve document management?
4. Explain the steps and importance of creating an effective document layout, including margins, orientation, and pagination. How does password protection enhance document security?
5. Describe the various methods of viewing and managing slides in a presentation. How do animations, transitions, and rehearse timings enhance presentation delivery?
6. Explain how SmartArt, charts, and themes can be used to design visually appealing presentations. Illustrate with suitable examples.
7. Discuss how animations and transitions can be effectively used in slides without distracting the audience. Provide examples of best practices.
8. Describe how the functions MIN, MAX, AVERAGE, and COUNT are used in data summarization. Give examples for each.

P.T.O.

(300)