

Exam Seat No: \_\_\_\_\_

Enrollment No: \_\_\_\_\_

## C.U.SHAH UNIVERSITY

Wadhwan City

Subject Code :4CO02OAU7

Summer Examination-2014

Date: 16/06/2014

Subject Name:- Office Automation-II

Branch/Semester:- B.Com (Eng)/II

Time:02:00 To 3:30

Examination: Regular

### Instructions:-

- (1) Attempt all Questions of both sections in same answer book / Supplementary
- (2) Use of Programmable calculator & any other electronic instrument is prohibited.
- (3) Instructions written on main answer Book are strictly to be obeyed.
- (4) Draw neat diagrams & figures (If necessary) at right places
- (5) Assume suitable & Perfect data if needed

### Q-1 Attempt the following (7)

- (1) Explain **AVERAGE** Function in Excel with Example.
- (2) Explain **SUM** Function in Excel with Example.
- (3) Explain **LOWER** Function in Excel with Example.
- (4) Why do We Use **Sort** Filter in Excel?
- (5) What is the Extension name of file in Excel?
- (6) What is the Extension name of file in Power Point?
- (7) Why do We use **IF statement** in Excel?

### Q-2 Attempt the following

- (1) Write Short note on Worksheet and Workbook in excel (5)
- (2) What is Operator ? Explain Types of Operator in Excel (5)
- (3) What is spreadsheet ? Explain application of Excel . (4)

**OR**

- (1) Explain **SUMIF** function with Syntax and Example (5)
- (2) Explain the Features of **MS-Excel** (5)
- (3) Explain the Applications of Power point . (4)

### Q-3 Attempt the following

- (1) How do you Create ,browsing and saving Presentation file in Power Point (7)
- (2) How do you Inserting Objects on the Slide, Side Transitions and Choosing Preset Animations In Power Point ? (7)

**OR**

- (1) Explain **COUNTIF,MAX AND MIN** function with Syntax and Example. (7)
- (2) What is Cell, Cell Address ,active cell and Cell range explain with Example? (7)

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