C.U.SHAH UNIVERSITY

WADHWAN CITY
University (Winter) Examination -2013

Course Name:B.Com(Eng) Sem-I   **Subject Name: -Office Automation I**   **Marks :35**
Duration :- 1:30 Hours   **Date : 01/01/2014**

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.

SECTION-I

Q.1 Attempt the Following Questions :   **(07)**
    (1) How to write a paragraph in MS Word?
    (2) Define Header and Footer Note
    (3) How to Insert Page no in document?
    (4) Write down steps of page break of document
    (5) What is page setup?
    (6) Define Find & Replacing
    (7) Describe Cut, Copy and Paste

Q.2 Attempt the Following Questions :   **(14)**
    (1) Write down several ways to create document, opening & existing document and save document in word (5)
    (2) What is Style in MS Word and how to create or apply style?   (5)
    (3) Describe Spelling and grammar tool in brief   (4)

OR

Q.2 Attempt the Following Questions :   **(14)**
    (1) What is Toolbar in MS Word ? Describe standard toolbar in brief. (5)
    (2) Explain print dialog box and its properties.   (5)
    (3) How to work with files? Explain with suitable example.   (4)

Q.3 Attempt the Following Questions :   **(14)**

    (1) Describe Auto Correct and Auto Format in MS Word with its steps .
    (2) Define Mail Merge and also write steps to create a mail marge in MS word.

OR

Q.3 Attempt the Following Questions :   **(14)**

    (1) Write down steps of How to draw table in MS Word with an example
    (2) Explain formatting toolbar with all fields of it

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