Enrollment No: _____   Exam Seat No: _____

C.U. SHAH UNIVERSITY
Winter Examination-2015

Subject Name: Office Automation I

Subject Code: 4CO01OAU1   **Branch: B.Com(Eng.)**

Semester : 1   Date: 14/12/2015   Time: 10:30 to 12:30   Marks: 35

Instructions:
  (1) Use of Programmable calculator & any other electronic instrument is prohibited.
  (2) Instructions written on main answer book are strictly to be obeyed.
  (3) Draw neat diagrams and figures (if necessary) at right places.
  (4) Assume suitable data if needed.

Q-1	**Attempt the following questions:**	**(7)**
	(MCQ/Short Type of Questions=1 mark*7=7 marks)	
a)	What is Header and Footer?	
b)	Explain Menu bar in MS Word.	
c)	Give the shortcut key of Cut, Copy.	
d)	Give the steps to insert table in MS Word.	
e)	What is Cell?	
f)	What is Formula Bar?	
g)	Which symbol is used to insert any formula in Excel?	

Attempt any two questions from Q-2 to Q-5

Q-2	**Attempt all questions**	**(14)**
1.	Explain Features of MS Word in detail.	**7**
2.	Explain Mail Merge utility of MS Word in detail.	**7**
Q-3	**Attempt all questions**	**(14)**
1.	Describe Spelling & Grammar Tool of MS Word.	**5**
2.	Explain Auto sum, Auto fill & Formatting toolbar in MS Excel.	**5**
3.	Write Down several ways to create document, opening & existing document in MS Word.	**4**
Q-4	**Attempt all questions**	**(14)**
1.	Explain Various function of MS Excel(SUM, Average, Count, Date, Now) with example.	**5**
2.	Explain Margin and its type in detail.	**5**
3.	Write a short note on MS Word.	**4**
Q-5	**Attempt all questions**	**(14)**
1.	Give the characteristics of MS Excel.	**5**
2.	Write a short note on Word Art .	**5**
3.	Explain Find and Replace Toolbar.	**4**