C.U.SHAH UNIVERSITY
Summer Examination-2017

Subject Name : Office Automation-I

Subject Code : 4CO01OAU2   **Branch:B.Com (English)**

Semester : 1   **Date : 05/04/2017**   **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)**
	a)	What is Header in Microsoft Word?	1
	b)	Give the shortcut key of Cut, Copy.	1
	c)	What is Cell in Microsoft Excel?	1
	d)	What is Formula Bar in Microsoft Excel?	1
	e)	What is Page Layout?	1
	f)	What is Chart?	1
	g)	Enlist types of Chart in MS-Excel.	1

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

Q-2		**Attempt all questions**	**(14)**
	(a)	Explain Various functions of MS Excel(SUM,Average,Count,Date,Now) with Example.	7
	(b)	Write a short note on MS Word.	7
Q-3		**Attempt all questions**	**(14)**
	(a)	Give the characteristics of MS Excel.	7
	(b)	Explain Find and Replace Toolbar.	7
Q-4		**Attempt all questions**	**(14)**
	(a)	Explain Margin and its type in detail.	7
	(b)	Explain Auto sum, Auto fill & Formatting toolbar in MS Excel.	7
Q-5		**Attempt all questions**	**(14)**
	(a)	Explain Mail Merge utility of MS Word in detail.	7
	(b)	Write a short note on Word Art.	7