I	Enrollment No:			Exam Seat No:		
			C.U.SHAH	UNIVERSITY		
				amination-2018		
S	Subject 1	Name :	Office Automation - II			
S	Subject Code: 4CO02OAU2			Branch: B.Com. (English)		
S	Semeste	r: 2	Date: 09/05/2018	Time:10:30 To 12:30	Marks: 35	
	(2) I (3) I	Use of Pro Instruction Draw nea		y other electronic instrument is pook are strictly to be obeyed. cessary) at right places.	prohibited.	_
Q-1		Attem	pt the following questions:			(07)
	(A) (B) (C) (D) (E) (F) (G)	Explai Explai Explai Explai Explai	in Fact () in Excel. in Mod () in Excel. in Sum () in Excel. in Average () in Excel. in Max () in Excel. in Min () in Excel. in Shortcut key is used to Ri	un the Slideshow in PowerPoin	ıt?	
At	tempt a	any two	questions from Q-2 to Q	-5.		
Q-2		Write (A) Ol	about the usage of followin	ng functions. (C) CONCATENATE()		(14)
0-3			note on various facilities a			(14)

Q-2	Write about the usage of following functions.		(14)
		(A) ODD() (B) EVEN() (C) CONCATENATE()	
Q-3		Write note on various facilities available in PowerPoint.	(14)
Q-4	(A)	Write about LEFT() and RIGHT() functions in Excel.	
	(B)	Write note on UPPER() and LOWER() functions.	(07)
Q-5	(A)	How can we add various ANIMATIONS in our PowerPoint slides?	(07)
	(B)	What is Transitions? How can we use it in out Slides?	(07)

