**Enrollment No: _____ Exam Seat No:_____**

# C.U.SHAH UNIVERSITY

## Summer Examination-2018

**Subject Name : Office Automation - II**

**Subject Code : 4CO02OAU2 Branch: B.Com. (English)**

**Semester : 2 Date : 09/05/2018 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.

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**Q-1 Attempt the following questions: (07)**

**(A) Explain Fact ( ) in Excel.**
**(B) Explain Mod ( ) in Excel.**
**(C) Explain Sum ( ) in Excel.**
**(D) Explain Average ( ) in Excel.**
**(E) Explain Max ( ) in Excel.**
**(F) Explain Min ( ) in Excel.**
**(G) Which Shortcut key is used to Run the Slideshow in PowerPoint?**

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

**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. (07)**
**(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)**