

C.U.SHAH UNIVERSITY

Summer Examination-2018

Subject Name : Office Automation - I

Subject Code : 4CO01OAU2

Branch: B.Com (English)

Semester : 1

Date : 05/04/2018

Time : 2:30 to 4:30

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 Top Margin in Ms-Word.
- (B) Describe Save As facility in Ms-Word.
- (C) What is "Cut" option in Word.
- (D) Explain "Undo" Option.
- (E) Describe Open dialog box in brief.
- (F) Describe Print Preview facility in Word.
- (G) How to change Font Size in Word.

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

Q-2 Explain various features of Microsoft Word. **(14)**

Q-3 Describe various facilities available in Microsoft Excel. **(14)**

Q-4 **Attempt both the questions.** **(14)**

(A) Explain Print dialog box in detail. **(07)**

(B) Write note on Paragraph Formatting. **(07)**

Q-5 **Attempt both the questions.** **(14)**

(A) Write a note on various Print Margins available in Word. **(07)**

(B) Describe Sum() and Average() with examples in Excel. **(07)**

