C.U.SHAH UNIVERSITY
Winter Examination-2018

Subject Name : Office Automation - I

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

Semester : 1   **Date : 11/12/2018**   **Time : 02:30 To 04:30**   **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:**	**(07)**
(A)	What is the extension of Microsoft Power Point document?	
(B)	Write the short cut key to save Word document.	
(C)	What is the extension of Microsoft word document?	
(D)	Write short cut key to cut selected text.	
(E)	Write short cut key to find text in document.	
(F)	Microsoft Excel is application software. State True/False.	
(G)	What is the extension of Microsoft Excel document?	

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

Q-2	**Attempt both the questions.**	**(14)**
(A)	What is watermark? How is it useful? Write the steps to put watermark in Microsoft Word document.	**(07)**
(B)	Describe different types of charts available in Microsoft Excel.	**(07)**
Q-3	**Attempt both the questions.**	**(14)**
(A)	Explain SUM, AVERAGE, MIN and MAX FUNCTIONS with example.	**(07)**
(B)	Write a short note on WordArt.	**(07)**
Q-4	**(A)** What are Header and Footer? Write the steps to insert Header and Footer.	**(07)**
	(B) Explain Home menu in Microsoft word.	**(07)**
Q-5	**Attempt both the questions.**	**(14)**
	(A) How do we insert a table in Microsoft word? Explain.	**(07)**
	(B) Write a note on Mail Merge.	**(07)**