

C.U.SHAH UNIVERSITY

Summer Examination-2019

Subject Name : Office Automation - I

Subject Code : 4CO01OAU2

Semester : 1

Date : 28/03/2019

Branch: B.Com (English)

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

- (A) What is the extension of Microsoft Power Point document?
- (B) Write the short cut key to close Word document.
- (C) What is the extension of Microsoft word document?
- (D) Write short cut key to undo the action in word.
- (E) Write short cut key to find and replace text in document.
- (F) Microsoft Word 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 are Header and Footer? Write the steps to insert Header and Footer. **(07)**
- (B) Explain SUM, AVERAGE, MIN and MAX FUNCTIONS with example. **(07)**

Q-3 **Attempt both the questions.** **(14)**

- (A) How do we insert a table in Microsoft word? Explain. **(07)**
- (B) Define watermark. Write the steps to put watermark in Microsoft Word document. **(07)**

Q-4 (A) Describe different types of charts available in Microsoft Excel. **(07)**

(B) Write the applications of Microsoft Word. **(07)**

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

(A) Write the advantages of Microsoft Excel. **(07)**

(B) Write a note on Mail Merge. **(07)**

