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AP—127—2016

FACULTY OF COMMERCE

B.Com. (First Semester) EXAMINATION

OCTOBER/NOVEMBER, 2016

COMPUTER APPLICATION

Paper II

[Office Automation (M.S. Word and PowerPoint)]

(MCQ + Theory)

(Monday, 24-10-2016)

Time : 10.00 a.m. to 12.00 noon

Time—2 Hours

Maximum Marks—40

N.B. :— All questions carry equal marks.

MCQ

1. Solve the following MCQ : 10

(1) How many ways you can save a document ?

- | | |
|-------|-------|
| (a) 3 | (b) 4 |
| (c) 5 | (d) 6 |

(2) Header and Footer are present in menu.

- | | |
|----------|------------|
| (a) Home | (b) Insert |
| (c) File | (d) Print |

(3) To print a file shortcut key is used.

- | | |
|--------------|--------------|
| (a) Ctrl + B | (b) Ctrl + A |
| (c) Ctrl + P | (d) Ctrl + Y |

P.T.O.

- (4) Portrait and landscape are :
- (a) Page orientation (b) Paper size
(c) Page layout (d) All of these
- (5) Find and Replace Dialog Box can be opened by function key.
- (a) F1 (b) F2
(c) F5 (d) F4
- (6) Which one of the following is *not* a font style ?
- (a) Bold (b) Superscript
(c) Regular (d) Italic
- (7) Which of the following is *not* a type of page margin.
- (a) Left (b) Right
(c) Center (d) Top
- (8) Which function key is used to show slide.
- (a) F5 (b) F1
(c) F8 (d) F2
- (9) The extension of PowerPoint file is
- (a) .DOCX (b) .TXT
(c) .PPTX (d) .Xls
- (10) Which function key is used for spellcheck ?
- (a) F8 (b) F7
(c) F6 (d) F9

Theory

2. Explain opening screen of M.S. Word.

10

WT

(3)

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Or

Explain insert menu of Word.

3. Explain sorter view of PowerPoint. 10

Or

Explain slide layout of PowerPoint.

4. Write short notes on any *two* : 10

(i) Page Margin in M.S. Word

(ii) Custom Animation effect

(iii) Clip Art.