[3]

SARDAR PATEL UNIVERSITY
B.A - 1st Semester (N.C.)
Subject Code: UA01ACAP02
Microsoft Office & Operating System (Paper-II)
Date: 30/04/2015, Thursday

Time: 10:30 a.m. to 12:00 p.m.   Total Marks: 35

Q:1   Do as directed   [05]
1) _____is application software that acts as an interface between user and computer hardware.
   A) Software B) Network C) Operating System D) Internet

2) DOS is a GUI based Operating System.
   A) True B) False

3) Short cut key for Find and Replace is _____.
   A) Ctrl+H   B) Alt+H   C) Ctrl+Alt+H   D) Ctrl+Alt+F

4) _____ is a facility to print Test in background in MS Word.
   A) WaterMark   B) Main Merger C) Drop Cap   D) None of above

5) _____ short cut key is user to justify text in MS Word.
   A) Ctrl+J   B) Ctrl+E   C) Ctrl+R   D) None of above

Q:2   Answer the following. (Any three)   [06]
1) List some example of popular operating system.
2) Write a short note on windows OS.
3) Explain how bullets are added in MS Word document?
4) Explain text formatting facility of MS Word.
5) Explain how Drop Cap are inserted in a word document.

Q:3(A) Define Operating System with its block diagram and its component.   [06]
Q:3(B) List and explain application of word processing system.   [06]
                                    OR
Q:3(B) List all Edit menu options available in MS Word and write any two options [06]
           with its use.

Q:4(A) Explain Mail Merge facility of word processing with its steps in detail.   [06]
Q:4(B) Write a short note on windows explorer and its uses.   [06]
                                    OR
Q:4(B) Write a short note on various Page Layouts options available in MS Word.   [06]

☺☺☺ *Wish You All The Best* ☺☺☺