(17)

Sardar Patel University
B.A - 1st Semester, Subject Code: UA01ACAP 01
Microsoft Office & Operating System (Paper-II)
Date: 04/12/2013, Wednesday

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) **Windows 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 letter automatically in MS Word.**
   A) Print Letter B) Main Merger C) Merge Letter D) None of above

5) _____ **short cut key is user to align text right in MS Word.**
   A) Ctrl+L B) Ctrl+T 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 types of alignment in MS Word.
4) Explain text formatting facility of MS Word.
5) Explain how bullets are inserted in a word document.

Q:3(A) Define Operating System with its block diagram and its component.   **[06]**
Q:3(B) Write a short note on windows explorer and its uses.   **[06]**
                                    OR
Q:3(B) List all File 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) List and explain application of word processing system.   **[06]**
                                    OR
Q:4(B) Write a short note on various formatting options available in MS Word. **[06]**

☺☺☺ *Wish You All The Best* ☺☺☺