[5 / A-40]

SARDAR PATEL UNIVERSITY
External Examination
B. A. – Second Semester (CBCS)
UA02ACAP04: Microsoft Office & Operating System (P- IV)
7th April, Thursday, 2016

Time: 10:30am to 12:00pm   Total Marks: 35

Q-1 Select an appropriate option.   05

1   _____ is the extension of MS Excel 2007 file.
   (a) .xlsx   (b) .ppt   (c) .xml   (d) none of these

2   By default _____ numbers of sheets are shown in MS Excel.
   (a) 2   (b) 3   (c) 4   (d) None of these

3   In MS Excel formulas start with _____ symbol.
   (a) ==   (b) %   (c) =   (d) None of these

4   _____ is a shortcut key for slide show.
   (a) Alt + S   (b) F5   (c) F6   (d) F10

5   _____ key is used to jump at first slide in presentation.
   (a) Ctrl + Home   (b) Home   (c) Shift + Home   (d) Page Up

Q-2 Answer the following questions. (Any **THREE**)   06

1   List the applications of MS Excel in business.
2   Explain with syntax: MAX() and AVERAGE() function.
3   Explain slide animation in power point.
4   Differentiate: UPPER () and LOWER () function in MS Excel.
5   Explain the different ways of starting the PowerPoint slide show.

Q-3
(a) What is Excel Spreadsheet? Explain how it is useful in Business   06
     applications?
(b) Explain SUM(), POWER() and PRODUCT() functions with example.   06

OR

(b) Write a short note on charts available in MS Excel.   06

Q-4
(a) List and explain different types of views available in PowerPoint.   06
(b) Explain how to insert, edit and delete slides in PowerPoint?   06

OR

(b) List advantages of using PowerPoint presentation in business.   06

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