

[11]

SEAT No. _____

SARDAR PATEL UNIVERSITY

F.Y.B.A. (SEM-II) EXAMINATION APRIL-2018

UA02ACAP04 : Microsoft Office & Operating System (P-IV)

DATE: 09/04/2018

TIME: 10:00 TO 12:00

TOTAL MARKS : 35

Q.1 Multiple choice questions:

[05]

1. Output of formula: =AVERAGE(40,30,50)
A. 40 B. 30 C. 50 D. 45
2. Which short cut key is use to start slide show from current slide.
A. CTRL + F5 B. ALT + F5 C. SHIFT + F5 D. None
3. What is the combination of row and column in Excel.
A. Box B. Cell C. Box D. None
4. How to set reference of B2 cell.
A. #B#2 B. @B@2 C. %B%2 D. \$B\$2
5. Text includes effects such as shadows, outlines, colors, gradients, and 3D effects is called _____
A. WordArt B. TextArt C. Word D. ArtWord

Q.2 Attempt any three out of five.

[06]

1. Give one example of IF() in Excel.
2. Explain pivot table in brief.
3. Explain ROUND() and UPPER() functions in Excel.
4. How to insert picture in power point?
5. Give the file extension of MS-Excel and MS-Powerpoint.

Q.3 (a) What is MS-Excel? How it is use in business application? Discuss advantages and uses of it. [6]

(b) Explain any four functions available in excel with example. [6]

OR

(b) Write a short note on different types of charts available in Excel. [6]

Q.4 (a) What is presentation? Discuss advantages and uses of it. [6]

(b) Explain different types of view available in powerpoint. [6]

OR

(b) Write a note on slide animation and slide transaction in powerpoint. [6]