

SEAT No. _____

No. of Printed Pages : 3

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Sardar Patel University

S.Y.B.S.W. (SE – Social Enterprise) – Semester III (CBCS) (REG. / NC)

UA03SBSE21 - ICT – III

Date: 11-01-2021

Time: 10:00 AM – 12:00 PM

Total Marks: 60

Q. – 1 Answer the following:

[15]

1. In MS Word, short-cut key to repeat last action is:
 - a. F1
 - b. F2
 - c. F3
 - d. F4
2. In MS Excel, user can move from one cell to another cell using Arrow Keys:
 - a. True
 - b. False
3. The Microsoft Office Button contains basic file commands:
 - a. True
 - b. False
4. In MS Word, short-cut key to bold selected text:
 - a. CTRL + A
 - b. CTRL + B
 - c. CTRL + H
 - d. None of these
5. Mail-merge is feature of MS Excel:
 - a. True
 - b. False
6. In MS Word, Header & Footer is available under "Reference Menu":
 - a. True
 - b. False
7. In MS Power Point, short-cut key to save Power Point Presentation:
 - a. CTRL + S
 - b. CTRL + B
 - c. CTRL + O
 - d. None of these
8. In MS Excel, user can not align cell vertically:

(1)

[P.T.O.]

- a. True
 - b. False
9. In MS Word, in Table, user can insert column to left, but not right:
- a. True
 - b. False
10. In MS Power Point, slide orientation is available under:
- a. Home
 - b. Insert
 - c. Design
 - d. None of these
11. What is the navigation keystroke for jumping to the beginning of a presentation?
- a. CTRL + M
 - b. CTRL + W
 - c. CTRL + Home
 - d. CTRL + Up Arrow Key
12. In MS Power Point, short-cut key to start slide show from the beginning of the first slide:
- a. F2
 - b. SHIFT + F2
 - c. F5
 - d. SHIFT + F5
13. In MS Excel, to delete cell content:
- a. Press Delete Key
 - b. Press F2 Key
 - c. Both (a) & (b)
 - d. None of these
14. In MS Word, CTRL + I is short-cut key to apply italic format to selected text:
- a. True
 - b. False
15. In MS Word, portrait is default orientation of document:
- a. True
 - b. False
16. In MS Excel, user can align text in cell horizontally and vertically both:
- a. True
 - b. False
17. In MS Word, F4 is short-cut key to repeat last action:
- a. True
 - b. False

18. AutoSum is feature of MS Excel:

- a. True
- b. False

19. In MS Word, if user wants add footnote then user can select:

- a. Home
- b. References
- c. Page Layout
- d. None of these

20. In MS Word, if user wants add Header & Footer then user can select Insert Menu:

- a. True
- b. False

Q. – 2 Attempt Any One

[15]

1. Explain with suitable example –

- a. Header & Footer in MS Word
- b. Footnote and Endnote in MS Word

2. Explain with suitable example –

- a. “Minimize, Maximize / Restore and Close” MS Excel Workbook
- b. “New & Open” new worksheet in MS EXCEL

Q. – 3 Attempt Any Five

- 1. Explain with suitable example – “Save and Save As” in MS Power Point
- 2. Explain with suitable example – Print & Preview Document in MS Word
- 3. Explain with suitable example – “Paste Special” in MS Excel
- 4. Explain with suitable example –How to set Row Height & Column Width of Table in MS Word
- 5. Explain – how to make MS Power Point Presentation?
- 6. List out all the characteristics of MIS. Explain ant three of them.
- 7. Explain Cell Reference with suitable example in MS Excel.
- 8. Explain with suitable example – different layouts of MS Power Point Slide
- 9. Explain with suitable example - Horizontal & Vertical Cell Alignment in MS Excel
- 10. In MS Excel, explain Number Formatting with suitable example.

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