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Sardar Patel University

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S.Y.B.A. (Advanced) – Semester III (CBCS) (REG. / NC)**UA03SECA21- Basic Computer Applications – III**

Date: 16-01-2021

Time: 10:00 AM – 12:00 PM

Total Marks: 60

Q. – 1 Answer the following:

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1. User can use the Zoom slider to change the magnification level of a Worksheet:
a. True
b. False
2. When user opens MS Excel Workbook, default 03 worksheets appear automatically:
a. True
b. False
3. When user "Save As" any existing document, then "Save As" deletes this existing document:
a. True
b. False
4. In MS Word, user can apply cell's alignment:
a. Horizontally
b. Vertically
c. Both (a) & (b)
d. None of these
5. In MS Excel, formula always start with @ Symbol:
a. True
b. False
6. Short-cut key to open Format Cell Dialogue Box in MS Excel:
a. CTRL + 1
b. CTRL + 2
c. CTRL + 3
d. None of these
7. User can change the layout of MS Power Point Slide:
a. True
b. False
8. Mail-Merge is feature of MS Excel:
a. True
b. False
9. MIS means:
a. Management Information System
b. Manage Information System
c. Manage Informative System
d. None of theses
10. Short-cut key to "Save As" document in MS Word:
a. F2
b. F3
c. F4
d. None of these
11. User can not apply border to cell in MS Excel:
a. True
b. False
12. In MS Word, Landscape is default orientation of document:
a. True
b. False

①

(A.T.O.)

13. In MS Word, Footnote and Endnote option available under:
 - a. Insert
 - b. Page Layout
 - c. Reference
 - d. None of these
14. In MS Power Point, Short-cut key to open new presentation:
 - a. CTRL + N
 - b. ALT + N
 - c. SHIFT + N
 - d. None of these
15. CTRL + Enter Key is short-cut key to create a new page break in MS Word Document:
 - a. True
 - b. False
16. In MS Word, user can align text in cell of table 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 Power Point:
 - a. True
 - b. False
19. In MS Word, if user wants add footnote then user can select:
 - a. Home
 - b. Insert
 - c. Page Layout
 - d. None of these
20. In MS Excel, if user wants add Header & Footer then user can select Insert Menu:
 - a. True
 - b. False

Q. – 2 Attempt Any One

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1. Write a note on – MS Power Point IDE
2. Discuss & explain with example –
 - a. Find and replace text in MS Word Document
 - b. “Undo, Redo & Repeat” in MS Excel

Q. – 3 Attempt Any Five

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1. Explain with suitable example - “Save & Save As” in MS Word
2. Different Layouts of MS Power Point Slide
3. Explain with suitable example - Horizontal & Vertical Cell Alignment in MS Excel
4. Explain with suitable example - Header & Footer in MS Excel
5. List out all the characteristics of MIS. Explain any three of them.
6. How to change font, font size, and font colour in MS Word, explain with example?
7. Explain SUM() & AVERAGE() function in MS Excel with suitable example?
08. Explain – how to make MS Power Point Presentation?
09. Explain Cell Reference with suitable example in MS Excel.
10. In MS Word, explain Bold, Italic, Underlined, Superscript and Subscript Text Formatting with suitable example.