

**FYBCOM (MS)/SEM II/REG/MS-OFFICE**

Time: 1 hr.

**Marks:30**

- Note:
1. Draw neat diagrams wherever necessary.
  2. Figures to the right indicate full marks.
  3. Write any **TWO** questions from the following
  4. Each question carry **15 Marks**.

**Q.1 Answer the following.**

- (a) What does the following shortcuts do in MS office? [8]
- a) CTRL-U in MS Word.
  - b) ATL-F in MS Word.
  - c) CTRL-N in MS Power Point.
  - d) CTRL-Z in MS Word.
- (b) What is Microsoft Word? Explain the key features of Microsoft word. [7]

**Q.2 Answer the following.**

- (a) Explain the following functions in MS-Excel with proper example. [8]
- a) SQRT()
  - b) SUM()
  - c) TODAY()
  - d) LEN()
- (b) List and explain various types of text functions used in MS Excel. [7]

**Q.3 Answer the following.**

- (a) Explain the slide view in Power Point Presentation. [8]
- (b) Explain the uses of Vlookup and Hlookup functions in MS Excel. [7]

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