

(A-12)

**Sardar Patel University**  
**F.Y.B.A - 1<sup>st</sup> Semester (CBCS)**  
**Subject Code: UA01ACAP02**

**Microsoft Office & Operating System (Paper-II)**

**Date: 22/11/2014, Saturday**

**Time: 02:30 p.m. to 04:30 p.m.**

**Total Marks: 35**

**Q:1 Do as directed [05]**

- 1) \_\_\_\_\_ is interface between user and computer hardware.  
A) Software B) Network C) OS D) All of above
- 2) Operating System is a governing unit of computer system.  
A) True B) False
- 3) Short cut key for Find and Replace is \_\_\_\_\_.  
A) Ctrl+H B) Alt+R C) Ctrl+S D)Ctrl+F
- 4) Short cut key to make text bold is \_\_\_\_\_.  
A) Ctrl+K B) Alt+B C) Ctrl+C D)Ctrl+B
- 5) \_\_\_\_\_ is a facility to print letter automatically in MS Word.  
A) Print Letter B) Main Merger C) Merge Letter D) None of above

**Q:2 Answer the following. (Any three) [06]**

- 1) List some example of popular operating system.
- 2) Write a short note on windows OS.
- 3) Write a note on text formatting options of MS Word.
- 4) Explain Header and facility of MS Word.
- 5) List various text alignment options in MS Word.

**Q:3(A) Define Operating System. Explain block diagram of OS. [06]**

**Q:3(B) Explain Control Panel and windows explorer in brief. [06]**

**OR**

**Q:3(B) List all menus available in MS Word and explain FILE menu. [06]**

**Q:4(A) Explain various application of word processing system in business area. [06]**

**Q:4(B) Explain Mail Merge facility of word processing with its steps in detail. [06]**

**OR**

**Q:4(B) Write a short note on various document view/print options available in MS Word. [06]**

☺☺☺ Wish You All The Best ☺☺☺

Bardar Patel University  
 P.Y.B.A. - 1<sup>st</sup> Semester (CBCS)  
 Subject Code: UAD1ACAP03  
 Microsoft Office & Operating System (Paper-II)  
 Date: 25/11/2014, Saturday  
 Time: 02:30 p.m. to 04:30 p.m.  
 Total Marks: 33

Q.1. Do as directed. [10]

- 1) \_\_\_\_\_ is interface between user and computer hardware.  
 (a) Software (b) Hardware (c) OS (d) All of above
- 2) Operating System is a governing unit of computer system.  
 (a) True (b) False
- 3) Short cut key for Print and Refresh is \_\_\_\_\_  
 (a) Ctrl+P (b) Alt+F (c) Ctrl+D (d) Ctrl+R
- 4) Short cut key to make text bold is \_\_\_\_\_  
 (a) Ctrl+B (b) Alt+B (c) Ctrl+I (d) Ctrl+O
- 5) \_\_\_\_\_ is a facility to print letter automatically in MS Word.  
 (a) Print (b) Print Range (c) Mail Merge (d) None of above

Q.2. Answer the following. [10]

- 1) Give some examples of computer operating systems.
- 2) Write a short note on windows MS.
- 3) Write a note on text formatting options in MS Word.
- 4) Explain the font and justify in MS Word.
- 5) List some text alignment options in MS Word.

Q.3(a). Define Operating System. Explain block diagram of OS. [10]

Q.3(b). Explain Control Panel and Windows Explorer in detail. [10]

Q.3(c). List all network protocols in the field and explain FTP. [10]

Q.4(a). Explain various applications of word processing software in business. [10]

Q.4(b). Explain the Mail Merge facility of word processing with its steps in detail. [10]

Q.4(c). Write a short note on various features of the local network systems in MS Word. [10]

[15]

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SARDAR PATEL UNIVERSITY  
B.A. (I Sem.) Examination  
Saturday, 22 November 2014  
2.30 - 5:30 pm

UA01CGEO02 - Fundamental Concept of Geography

કુલ ગુણ: ૭૦

સૂચના: ૧) જમણી બાજુનાં અંક પ્રશ્નના ગુણ સૂચવે છે.  
૨) જરૂર જણાય ત્યાં સ્વચ્છ આકૃતિ દોરો.

પ્ર.૧ ભૂગોળની વિવિધ વ્યાખ્યાઓ સમજાવી, ભૂગોળનું સ્વરૂપ વર્ણવો. (૧૮)  
અથવા

પ્ર.૧ પર્યાવરણ એટલે શું? પર્યાવરણના અભ્યાસનું મહત્ત્વ સમજાવી, તેના ઉદ્દેશો જણાવો.

પ્ર.૨ ભૂગોળમાં માનવ અને પર્યાવરણનાં સંબંધોની ચર્ચા પ્રકૃતિ પ્રભાવવાદનાં સંદર્ભે કરો. (૧૭)  
અથવા

પ્ર.૨ ઇકોલોજીની વ્યાખ્યા આપી, તેના પ્રકારો જણાવી, ઇકોલોજીનું કાર્યક્ષેત્ર સ્પષ્ટ કરો.

પ્ર.૩ દુરઃસંવેદન પદ્ધતિ એટલે શું? ભૂગોળમાં તેનો ઉપયોગ જણાવી, ભારતમાં દુરઃસંવેદન (૧૭)  
પદ્ધતિનો વિકાસ વર્ણવો.

અથવા

પ્ર.૩ નકશામાં વિતરણ દર્શાવતી વિવિધ પદ્ધતિઓનું ઉદાહરણ સહિત વર્ણન કરો.

પ્ર.૪ ટૂંકનોંધ લખો. (કોઈ પણ બે) (૧૮)

૧) કાર્બન ચક્ર

૨) ભૂગોળનો અન્ય વિષયો સાથેનો સંબંધ

૩) ભૂગોળનું કાર્યક્ષેત્ર

૪) ગ્લોબલ વોર્મિંગ, એક પર્યાવરણીય સમસ્યા

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BARDAR PATIL UNIVERSITY  
B.A. (Sem.) Examination  
Saturday, 25 November 2014  
9:30 - 12:30 pm

UNACCOBOS - Fundamental Concept of Geography

30 min

Q.1) Write a note on the following:  
(a) Physical Geography

Q.2) Explain the concept of 'Fundamental Concepts of Geography'.

Q.3) Discuss the role of physical factors in the development of human settlements.

Q.4) Explain the concept of 'Fundamental Concepts of Geography'.

Q.5) Discuss the role of physical factors in the development of human settlements.

Q.6) Explain the concept of 'Fundamental Concepts of Geography'.

Q.7) Discuss the role of physical factors in the development of human settlements.

Q.8) Explain the concept of 'Fundamental Concepts of Geography'.

Q.9) Discuss the role of physical factors in the development of human settlements.

Q.10) Explain the concept of 'Fundamental Concepts of Geography'.

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