

[22 ♀ A-33] Seat No.: \_\_\_\_\_

No. of Printed Pages : 01

**SARDAR PATEL UNIVERSITY**  
**F.Y.B.A – 1<sup>st</sup> Semester (CBCS)**  
**Subject Code : UA01ACAP02**  
**Microsoft Office & Operating System (P-II)**  
**Date : 25/11/2016, Friday**

**Time : 02:00 p.m. to 04:30 p.m.**

**Total Marks 35**

Q:1 Do as Directed. [05]

- 1) Short cut key for Right Alignment is \_\_\_\_\_.  
A) CTRL + L B) ALT + L C) SHIFT + L D) None of these
- 2) DOS is GUI based Operating System?  
A) True B) False
- 3) Short cut key for Justify text is \_\_\_\_\_.  
A) ALT + J B) SHIFT + J C) CTRL + J D) None of these
- 4) Short cut key for Text Bold is \_\_\_\_\_.  
A) CTRL + B B) SHIFT + B C) ALT + B D) None of these
- 5) Windows is \_\_\_\_\_ Based Operating System.  
A) DOS B) GUI C) AI D) None of these

Q:2 Answer the Following. (Any Three) [06]

- 1) Define Operating System.
- 2) Explain options in printing document.
- 3) What is the use of clipboard.
- 4) Explain steps to insert table in MS Word.
- 5) Explain the use of Header and Footer in MS Word.

Q:3(A) Write a short note on Windows explorer and Control Panel. [06]

Q:3(B) Write a short note on MS Word and its usage. [06]

OR

Q:3(B) List some operating System. Explain use of Operating System. [06]

Q:4(A) What is Formatting MS Word? Explain different options in Formatting. [06]

Q:4(B) List and explain some advance features of MS Word. [06]

OR

Q:4(B) How to use Mail Merge? Explain with steps. [06]

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