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SEAT No. _____
[12 & A-8]

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SARDAR PATEL UNIVERSITY

F.Y.B.A. (Semester-I) EXAMINATION November-2017
US01ACAP02 : Microsoft Office & Operating System(P-II)

Date: 17/11/2017

Time: 10:00 to 12:00

Total Marks : 35

Q.1 Multiple choice questions: [05]

1. DOS stands for _____
 A. Disk Operating System B. Dual Operating System
 C. Disk Operation System D. Dual Operation System

2. _____ is an interface between user and computer hardware.
 A. Software B. Network
 C. Operating System D. Internet

3. Short cut key for cut _____
 A. CTRL+C B. CTRL+X C. CTRL+Y D. CTRL+Z

4. _____ is facility to print text in background in ms-word.
 A. WaterMark B. Mail Merge C. Drop Cap D. None

5. _____ is short cut key to align center of text
 A. CTRL+E B. CTRL+C C. ALT+E D. ALT+C

Q.2 Write short answer of any three. [06]

1. List any four popular operating system.
2. Write a short note on Windows.
3. Explain Bold, Italic & Underline as formatting facility in ms-word.
4. How to insert bullet & numbering in ms-word.
5. List out text alignment in ms-word.

Q.3(A) What is Operating System? Explain with block diagram. [6]

Q.3(B) List out menus available in ms-word and explain any one. [6]

OR

Q.3(B) Explain various functions of operating system. [6]

Q.4(A) What is MS-WORD? Explain some features of it. [6]

Q.4(B) Explain Mail merge facility in ms-word. [6]

OR

Q.4(B) Explain Header and footer facility in ms-word. [6]

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