

2408000602031003
EXAMINATION FEBRUARY-MARCH 2024
BACHELOR OF COMMERCE (SECOND SEMESTER) (NEP)
MINOR - COMPUTER APPLICATION - II THEORY (OFFICE
AUTOMATION AND ACCOUNTING TOOLS) - LEVEL 3

[Time: As Per Schedule]

[Max. Marks: 25]

Instructions:

1. Fill up strictly the following details on your answer book

- a. Name of the Examination: **BACHELOR OF COMMERCE (SECOND SEMESTER) (NEP)**
 - b. Name of the Subject: **MINOR - COMPUTER APPLICATION - II THEORY (OFFICE AUTOMATION AND ACCOUNTING TOOLS) - LEVEL 3**
 - c. Subject Code No: **2408000602031003**
2. Sketch neat and labelled diagram wherever necessary.
 3. Figures to the right indicate full marks of the question.
 4. All questions are compulsory.

Seat No:

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Student's Signature

Q.1 (અ) ટૂંકમાં ઉત્તર આપો.

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Answer the following question in short.

1 Google Forms નો ઉપયોગ જણાવો.

What is the use of Google Forms?

૨ Tally માં કંપનીનું નામ modify કરવાની શોર્ટકટ કી જણાવો.

What is the short cut key to modify company name in Tally?

3 Tally માં નવું એકાઉન્ટ કેવી રીતે ખોલશો?

How can you open new account in Tally?

4 MS Excel નો Freeze Panes કમાન્ડ સમજાવો.

Explain the Freeze Panes command of MS Excel.

5 Work book & Work sheet એટલે શું?

What is Work book & Work sheet?

6 ચાર્ટ ના પ્રકાર જણાવો.

List types of chart.

ગમે તે એક ના ઉત્તર આપો.

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Attempt any One.

અ. MS Excel નો conditional formatting command યોગ્ય ઉદાહરણ સાથે સમજાવો.

Explain conditional formatting command of Excel with suitable example.

બ. Tally ના મહત્વના features સમજાવો.

State the importance features of Tally.
