

2408000602061001
EXAMINATION MARCH-APRIL 2024
BACHELOR OF COMMERCE (SECOND SEMESTER)
(NEP)
SEC - OFFICE AUTOMATION SKILLS THEORY
- LEVEL 6

[Time: As Per Schedule]

[Max. Marks:13]

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 : **SEC - OFFICE AUTOMATION SKILLS THEORY- LEVEL 6**
- c. Subject Code No : **2408000602061001**

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 Answer the following in 1 word or sentence (Any 13)

13

1. How do you display current date and time in MS Excel?
2. Which MS office tool used for preparation of presentations?
3. Which symbol is used to begin the formula in excel?
4. Which shortcut key is used to create/Add a new slide in power point?
5. Statistical calculations and preparation of tables and graphs can be done using?
6. Which function key is used to run a PowerPoint presentation?
7. Give the name of feature of Microsoft Word helps in creating list.
8. Which of the following identifies a cell in Excel?
9. Give the shortcut key for "Find and Replace" dialog box.
10. Give the types of slides.

11. Which command is used to underline the text in MS Word?
12. Which of tool is used for Data Analysis?
13. What is the way to create new presentation in power point?
14. Where does the excel display the current cell address?
15. In maximum, how many sheets can be set as default while creating new workbook?
