


RAN-2408000602061001
F.Y. B.Com. (Data Analytics) (Sem. - II) Examination November - 2025
Office Automation Skills (Theory) (SEC)
Time: 30 Minute]
[Total Marks: 13
સૂચના : / Instructions

- (1) ઉપરોક્ત દર્શાવેલ વિગતો ઉત્તરવહી પર અવશ્ય લખવી.
Fill up strictly the above details on your answer book.
- (2) Figure to the right indicates marks of the questions.

Seat No.:

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Student's Signature

Q. 1. Answer the following in one word (Write Any 13 out of 15)
(13)

- How do you display current date and time in MS Excel?
- Which MS office tool used for preparation of presentations?
- Which symbol is used to begin the formula in excel?
- Which shortcut key is used to create/Add anew slide in power point?
- Statistical calculations and preparation of tables and graphs can be done using?
- Give the types of slides.
- Which shortcut key is used to invoke thesaurus dialog box in Power Point?
- Give the shortcut key for "Find and Replace" dialog box.
- Which function in Excel tells how many numeric entries are there?
- Which command is used to underline the text in MS Word?
- Give the name of feature of Microsoft Word helps in creating list.
- What is the default zoom level in Microsoft Word?
- The 2nd tab in the Ribbon is?
- The shortcut key for Save As in Ms-word
- What is the way to create new presentation in power point?