



# RAN-2308000701030031

## F.Y.B.B.A. (NCF-NEP) Examination November - 2025

### OEC IT Tools for Business (TH)

#### સૂચના : / Instructions

- (1) ઉપરોક્ત દર્શાવેલ વિગતો ઉત્તરવહી પર અવશ્ય લખવી.  
Fill up strictly the above details on your answer book

Seat No.:

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Student's Signature

#### SET - 3

#### Q-1. Answer in short (Any 5) (10)

1. Give four examples of storage devices.
2. State any four limitations of computer.
3. Define workbook.
4. The output of = LEFT ("hardware",4) is \_\_\_\_\_ .
5. State two points of difference between slide transition and custom animation
6. The short cut key to align text to the right side of page is \_\_\_\_\_ .
7. Ctrl + N is used to \_\_\_\_\_ a document.

#### Q-2. a) Explain computer architecture in detail. (07)

#### b) Explain the process to create mail merge in MS Word. (08)

OR

#### Q-2. a) Discuss formatting text and paragraph in MS Word. (07)

#### b) Explain various views available in MS Powerpoint. (04)

#### c) Explain any three DATE and TIME functions with examples. (04)