

RAN-2408000602061001
B.Com. (Data Analytics) (Sem.- II) Examination April - 2026
SEC- Office Automation Skills (Theory)
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.: Student's Signature
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Q.I. Answer the following in one word (Write Any 13 out of 15) (13)

1. What is the keyboard shortcut to save a document?
2. Which feature combines a main document with a data source?
3. What is the note placed at the bottom of a specific page called?
4. What is the shortcut key to close the current document?
5. What color is the wavy line under a spelling mistake?
6. Which feature locks specific rows or columns so they remain visible while scrolling?
7. What symbol must start every Excel formula?
8. What is the visual representation of data (like bars or lines) called?
9. Which function returns the largest value in a set?
10. Which feature forces text to display on multiple lines within a cell?
11. Which company developed PowerPoint?
12. Which tool checks for spelling errors?
13. Which key is used to access Help?
14. What term describes a connection to a website or email address ?
15. Which tab is selected to apply a "Fade" or "Wipe" effect to a Slide ?