B.V. Patel Institute of Business Management, Computer & Information Technology
Uka Tarsadia University
1st Internal Examination, BCOM 1st Semester
030100127: Computer Application in Business

Marks: 50

Date: 28/08/2017   **Time: 2 hrs.**

Q-1 Answer the following. (Any Eight)   **[16]**

1. Write short cut keys for the following operations:
   - Print   - Cut
   - Open   - Paste

2. Define styles and template.

3. What is the use of AutoCorrect and AutoComplete?

4. What is the meaning of subscript and superscript?

5. Write the steps to rename a file.

6. What do you mean by dropcap? Give one example.

7. Write the steps to apply bullets and numbering.

8. Enlist the content visible on status bar.

9. Which are the types of views available in writer?

Q-2 Answer the following. (Any Two)   **[20]**

1. Write the steps to save and save as a document in open office.

2. Discuss the purpose of AutoText with example and write the steps to create AutoText.

3. Write a note on header and footer.

Q-3 Answer the following in detail. (Any Two)   **[14]**

1. Explain the advantages of Open Office.org.

2. Discuss the options available for formatting text.

3. Explain in detail the parts of main window.