

B.V. Patel Institute of Business Management, Computer & Information Technology
Uka Tarsadia University
1st Internal Examination, BBA 1st Semester
030030124: Computer Application

Date: 28/08/2017

Marks: 50

Time: 2 hrs.

Q-1 Answer the following. (Any Eight)

[16]

1. Write short cut keys for the following operations:
 - Print - Redo
2. Which are the ways to find a text in a document?
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 ways and steps to create a new document.
3. Write a note on formatting paragraph.

Q-3 Answer the following in detail. (Any Two)

[14]

1. Explain the advantages of Open Office.org.
2. Discuss the steps to cut, copy and paste the text in a document.
3. Explain in detail the parts of main window.