2025/06

SET A

B.Sc. MATHEMATICS
SECOND SEMESTER
MS OFFICE
SVS – 216

[USE OMR FOR OBJECTIVE PART]

Duration: 1:30 hrs. **Full Marks: 35**

[PART-A: Objective]

Time: 15 mins. **Marks: 10**

Choose the correct answer from the following: ***1×10=10***

1. Which menu of Microsoft word allow you to change the front style, size and color?
   a. Insert b. Format
   c. Home d. Review
2. What keyword shortcut is used to copy and cutsome text of Microsoft word?
   a. Ctrl + C b. Ctrl + X
   c. Ctrl + V d. Ctrl + P
3. What does the Ctrl + B keyboard shortcut do in Microsoft Word?
   a. Bold b. Italic
   c. Underline d. Animation
4. Which of the following is NOT a feature of Microsoft Word?
   a. Spell Check b. Grammer Check
   c. Animation d. Word Count
5. What is the purpose of "Find and Replace" feature in Microsoft Word
   a. To find case sensitive word or phares in a document and replace with others.
   b. To change the front size of selected text.
   c. To search for specific words or phrases in a document and replace them with others.
   d. To find the word count of a document.
6. In MS Office, under which tab can you find the option to insert a bar diagram?
   a. Home b. Draw
   c. Design d. Insert
7. Which tab in MS Word contains the 'Table of Contents' option?
   a. Home b. Insert
   c. Reference d. Layout
8. What must you use in a document to automatically generate a Table of Contents in Word?
   a. Custom styles b. Bullet points
   c. Manual numbering d. Heading styles (e.g., Heading 1, Heading 2)

9. Which group of 'Layout' tab allow you to set page margins?
   a. Page setup
   b. Paragraph
   c. Arrange
   d. None of the above

10. Which group in the 'References' tab allows you to insert a citation in Word?
   a. Caption
   b. Index
   c. Citation & Bibliography
   d. Table of authorities

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Descriptive

Time : 1 hr. 15 mins. **Marks: 25**

[Answer question no.1 & any two (2) from the rest]

1. Describe briefly about Microsoft Office and its services. Also explain the important features of MS-word. 5

2. a. Discuss the process of creating and formatting tables in Microsoft Word. Explain how to convert a given text to table. 5+5=10
   b. Discuss the process of inserting page number from a specific page in Microsoft Word documents.

3. a. Describe the process of inserting and formatting images in Microsoft Word documents. 5+5=10
   b. Discuss the role of non-printing character in Microsoft Word documents.

4. a. Discuss the role of headers and footers in Microsoft Word documents. Explain how headers and footers can be used to add important information such as page numbers and document titles to a document. 5+5=10
   b. Describe the process of finding all short keys in Microsoft Word documents.

5. a. Described the steps of inserting 'table of contents' in Microsoft Word. Also described the process using 'reference' tool in Microsoft word. What is the benefit of using 'reference' tool. **5+5=10**

   b. Explain the steps to insert a chart in MS Excel using the Chart tools.

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