B. Voc. (CT) Examination
March / April - 2017
BVCT-204 : Functional English & Office Automation Tool
(Part - I) (OAT-2)

Faculty Code : 003
Subject Code : 045204

Time :   Hours]   [Total Marks : **35**

SECTION - A

I   Answer the following Questions :   **5**

(1) A1:A10 is a range containing _____ cells.

(2) A1:C10 is _____ dimensional range.

(3) =avg(A1:A10) will find _____.

(4) A Cell is intersection of _____ or _____.

(5) Formula can be started with _____.

2   Answer the following Questions :   **10**

(1) What is slide layout? Explain any one.

(2) What is the extension of power point file?

(3) How to draw pie graph in excel?

(4) What is cell referencing?

(5) How to change row height or column width?

SECTION - B

3   Answer the following Questions : (Any Four)   **20**

(1) How to hide and unhide row, column and sheet ?

(2) Explain different view of slides.

(3) Explain sorting in excel sheet with appropriate data.

(4) Explain "printing handout".

(5) Explain Library function. Any three.

(6) Explain custom animation and slide transition.