



A Charutar Vidya Mandal's Institution
V.P. & R.P.T.P. SCIENCE COLLEGE
(AUTONOMOUS) (Grant-in-Aid)
Affiliated to Sardar Patel University
VALLABH VIDYANAGAR-388120



Bachelor of Computer Applications (Semester 1) External Examination - 2024
US01IDBCA05: ACCOUNTING AND OFFICE AUTOMATION

Date: 21-11-2024, (Thursday)

Time: 11:00 AM to 12:30 PM (1.5 HRS.)

Total marks: 25

Q-1 Write the most appropriate answer from the following multiple-choice questions. [05]

- (1) Journal is also considered as _____.
 (a) Fundamental book of accounts (b) subsidiary book
 (c) Both a & b (d) none of above
- (2) _____ is called the king of all books of accounts.
 (a) Journal (b) Ledger
 (c) Sales book (d) Purchase book
- (3) How many alignment options are present in Paragraph group?
 (a) 3 (b) 4
 (c) 5 (d) 6
- (4) Which of the following shortcut key is used to start the slideshow?
 (a) F5 (b) F3
 (c) F6 (d) F1
- (5) Where is the Word Count shown in MS Word?
 (a) Ribbon (b) Task Bar
 (c) Status Bar (d) View



Q-2 Write the need, objectives, advantages and scope of accounting. [10]

OR

Q-2 Explain the filter, chart and sorting facility of excel in detail with example [10]

Q-3 Describe the presentation views available in power point. [10]

OR

Q-3 What is Mail Merge? Explain each step in detail. [10]

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