

Anjuman Islam Janjira Degree College of Science Murud-Janjira, Raigad-402401 Affiliated to University of Mumbai	
Class: -F.Y.B.Com (Management Studies)	Subject: MS-office
Semester: - II	Course code: -
Exam Event: - (FH) Summer 2025	Marks: -30
Date: - 12/04/2025	Duration: - 01:00 Hours

- N.B. – 1 – Attempt ANY TWO questions from the given below.**
2 – All questions have internal choice.
3 – Figures to the right indicate full marks.

Q.1. Answer the following questions

- A. Explain a formatting text with diagram. **08**
- B. How to Explain. **07**
- a] Inserting Image b] Draw shapes c] altering shapes d] Audio files

Q.2. Answer the following question Any One

- A. How to describe sorting data, ascending sort and descending sort. **08**
- B. Steps to apply the VLOOKUP in excel 2016. **07**

Q.3. Answer the following question Any One

- A. Explain a creation & modification of formatting tables. and define resizing rows & columns. **07**
- B. Describe date & time function. **08**