

Anjuman Islam Janjira Degree College of Science Murud-Janjira, Raigad-402401 Affiliated to University of Mumbai	
Class: -F.Y.B.Com (MS)	Subject: MS-Office
Semester:- II Additional Exam	Course code: -
Event :- (SH) Winter 2025	Marks: -30
Date: - 25/09/2025	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.



Q1. Answer the following questions

- A. Explain editing of document & steps. **08**
B. How to define. **07**
a] Workspace b] Zoom slider c] Customization d] Creating a document

Q2. Answer the following question Any One

- A. Describe date and time function. **08**
B. Steps to apply the VLOOKUP in excel 2016. **07**

Q3. Answer the following question Any One

- A. Explain a creation & modification of formatting tables. and define resizing rows & columns. **07**
B. How to create and opening workbooks. **08**