

Anjuman Islam Janjira Degree College of Science
Murud-Janjira, Raigad-402401
Affiliated to University of Mumbai
As per NEP 2020

Class: F.Y.B.Com (MS)	Subject: Ms- Office
Semester:- II	Course code: -
Exam Event:- Summer 2026 (SH)	Marks: -30
Date: - 16/03/2026	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. Illustrate the Editing Tools in MS Words. (08)
B. Demonstrate the Steps for Inserting Symbols and Define Insertion Symbols. (07)

Q2. Answer the following question Any One

- A. Describe Working with Charts. (08)
B. Derive Date and Time Functions. (07)

Q3. Answer the following question Any One

- A. Define Menu and Toolbar in MS Word. (07)
B. Evaluate Pivot Tables (08)