KERALA STATE RUTRONIX
OFFICE SUITE
(CWPDE, DOA, PDDTP)

Time : 2 hours   **Maximum Marks : 100**

Note: Write the answers for Questions from 1 to 30 in the MCQ answer sheet

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Part - I   Choose the most appropriate answer   **(10 X 1 Mark = 10 Marks)**

1) CEILING (75, 2) will return ....

   a) 70   b) 74   c) 75   d) 76

2) .... is the correct shortcut key to bring the text to the center in MS Word.

   a) Ctrl+C   b) Ctrl+E   c) Ctrl+D   d) Ctrl+A

3) .... key begins a slide show.

   a) Enter   b) F5   c) F4   d) Ctrl+S

4) .... case option capitalizes the first letter of first word of every sentence.

   a) Sentence   b) Title   c) Upper   d) Toggle

5) .... function used to calculate depreciation, rate of return, future values and loan payments.

   a) Logical   b) Mathematical   c) Statistical   d) Financial

6) Special effects used to introduce slides in a presentation are called ....

   a) Effects   b) Custom animations c) Transitions   d) Present animations

7) Which of the following is correct?

   a) =POWER (2^3)   b) =POWER (2,3)   c) =POWER (2#3)   d) =POWER (2*3)

8) .... is a program tool that allows reorganizing and summarizing selected columns and rows of data in a spread sheet.

   a) Pivot table   b) Chart   c) Report   d) Chart Wizard

9) In MS PowerPoint, slide sorter is available in ………….menu.

   a) File   b) Insert   c) Design   d) View

10) The elements that were cut or copied are placed on to MS Word's ....

   a) Clipboard   b) Clipart   c) Word art   d) Smart art

Part - II   Fill in the Blanks   **(10 X 1 Mark = 10 Marks)**

11) Changing the style of all slides in the presentation can be done by changing the properties on the ……………

12) In MS Word, the tabs are set at …………… inches by default.

13) In MS Excel, …………… sign will be displayed if a number is too long to fit in a cell.

14) …………… is the shortcut key for superscript.

15) …………… is the shortcut key to add a new slide in the presentation.

16) To begin a large letter in a paragraph ……………..option is used in MS Word.

17) To locate a word or phrase in a document ……………option is used.

18) …………… option is used to adjust the value in a specified cell until a formula that is dependent on that cell reaches a target value.

19) …………… Excel function compares two text strings and returns true if they are same.

20) The first cell in the worksheet is labeled as ……………

Part - III   State whether True or False   **(10 X 1 Mark = 10 Marks)**

21) In MS Word, you can use styles to format your documents.

22) In MS PowerPoint, slide number can be added anywhere on the slide.

23) Worksheet can be inserted in a word document.

24) To select the entire worksheet in MS Excel, press CTRL+SHIFT+SPACEBAR.

25) A Header is a text that is added to the top or bottom margin of a Word document.

26) Slide show can show only one slide at a time.

27) AVERAGE() function comes under mathematical function category.

28) In MS Word, spelling error is indicated by green line.

29) Nudging means slightly enlarging or compressing a picture in a slide.

30) Excel rows are designated by numbers.

Part - IV   Write the Excel formula for the following   **(5 X 2 Marks = 10 Marks)**

31) To remove all spaces of a text string except for single spaces between words.

32) To return the integer portion of a division

33) To find the factorial of a number 5.

34) To find the average of numbers 5, 10, 15, 20.

35) To multiply the given numbers in the cells B1, B2 and B3.

(താഴെ കൊടുത്തിട്ടുള്ള ചോദ്യങ്ങൾക്ക് ഉത്തരങ്ങൾ മലയാളത്തിലും എഴുതാം)

Part - V Answer the following (Any Six)   **(6 X 5 Marks = 30 Marks)**

36) Conditional Formatting in MS Excel.

37) Bullets and Numbering in MS Word.

38) Cell referencing in MS Excel with examples.

39) Different Views in MS PowerPoint.

40) Header and Footer in MS Word.

41) Grouping and Ordering in MS PowerPoint.

42) Mathematical functions in MS Excel.

43) Auto fill in MS Excel.

Part - VI Essay Questions (Any three)   **(3 X 10 Marks = 30 Marks)**

44) Types of charts in MS Excel.

45) Mail merge in MS Word.

46) Slide Effects, Slide Animation and Slide Transition in MS PowerPoint.

47) Macros in MS Word.

48) Pivot Table in MS Excel.