KERALA STATE RUTRONIX

OFFICE SUITE

(WPDEO / CWPDE / PDDTP[New] / DOA[New])

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) ………….. Excel function is used to join several text strings into one text string.

   a) +   b) Join   c) Concatenate   d) Concat

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

   a) 0.5   b) 2.5   c) 3.5   d) 3.0

3) CEILING(57.259,5) will return …………..
   a) 57   b) 58   c) 60   d) 57.25

4) ………….. is a default page set up orientation for slides in MS PowerPoint.

   a) Slide show   b) Portrait   c) Landscape   d) None of these

5) Thesaurus tool in MS Word is used for …………..

   a) Spelling suggestions   b) Grammar options   c) Synonyms & Antonymms   d) All of these

6) In MS Power point, Slide sorter is available in ………….. menu.

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

7) Absolute referencing is accomplished by placing a ………….. sign.

   a) !   b) #   c) $ d) None of these

8) ………….. option can be used to insert decorative text in your document.

   a) Word art   b) Clip art   c) Picture art   d) Smart art

9) ………….. PowerPoint feature adds special effects to modify the appearance of the slides and the timing between each slide.

   a) Color schemes   b) Transition setting   c) Handouts   d) None of these

10) What is the short cut key to undo the last action in a Word document?
   a) Ctrl + X   b) Ctrl + Y   c) Ctrl + Z   d) Ctrl + A

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

11) In ………….. charts, category axis is vertical and value axis is horizontal.

12) In MS Word, ………….. option converts all capital letters into small letters and all small letters into capital letters.

13) In MS Excel, when data is entered in a cell, it is also displayed in the …………..

14) In MS Word, ………….. is used to align the paragraph at both left and right indent

15) Changing the style of all slides in the presentation by changing the properties on the …………..

16) ………….. is a shortcut key to bring the text to the center in MS Word.

17) ………….. is the text that is added to the bottom margin of all pages of a document.

18) ………….. is an extra amount of margin added to the inner margin for binding.

19) ………….. is the shortcut key to start slide show in PowerPoint.

20) ………….. is the program tool that allows to reorganize and summarize the selected columns and rows of data in a spreadsheet or database.

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

21) Slide show can show only a maximum of one slide at a time.

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

23) Images can be grouped together in MS PowerPoint.

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

25) In MS Word, List numbering cannot be converted into bullets.

26) In MS Excel, F5 is the shortcut for editing the active cell.

27) A cell address formed by the intersection of row '3' and column 'D' is 3D.

28) A PowerPoint cannot be inserted in a webpage.

29) Sentence case capitalizes the first letter of the first word in each sentence.

30) In PowerPoint, slide number can be added anywhere in the side.

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

31) To return the integer portion of division.

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

33) To find the average of numbers 23,29,36,45.

34) To calculate the monthly constant repayment of a loan of Rs.60,000 with a constant interest rate of 7% per year and duration of payment 2 years.

35) To check whether the two strings are exactly same.

(താഴെ കൊടുത്തിട്ടുള്ള ചോദ്യങ്ങൾക്ക് ഉത്തരങ്ങൾ മലയാളത്തിലും എഴുതാം)

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

36) Bullets and Numbering in MS Word.

37) Different views of MS PowerPoint.

38) Header and Footer in MS Word.

39) Relative, Mixed and Absolute referencing in Excel with examples.

40) Bookmark and Hyperlink to Bookmark.

41) Auto Fill and Auto Format.

42) Conditional Formatting in MS Excel.

43) Features of MS PowerPoint.

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

44) Slide effects, Slide animation and Slide Transition in MS PowerPoint.

45) Macros in MS Word.

46) Pivot Table.

47) Excel Charts and its types.

48) Mail merge in MS Word.