

[Established by Govt. of Kerala]

OFFICE SUITE
(DCA – Fast Track)**Time: 2 hours****Maximum Marks: 100****Note: Write the answers for Questions from 1 to 30 in the MCQ answer sheet****Part – I Choose the most appropriate answer****(10 x 1 Mark = 10 Marks)**

- 1) In MS Word, the tabs are set at inches by default.
a) 0.5 b) 2.5 c) 3.5 d) 3.0
- 2) The shortcut key to make the selected text bold is
a) Ctrl+I b) Ctrl+G c) Ctrl+X d) Ctrl+B
- 3) In MS Word, grammatical errors are noted in the document by a colored underline.
a) red b) purple c) green d) blue
- 4) case option capitalizes the first letter of every word.
a) Title b) Sentence c) Upper d) Toggle
- 5) A cell address formed by the intersection of 3rd row and 4th column is
a) 4C b) D3 c) 3D d) 4D
- 6) In Excel, the operator used to join two strings is
a) & b) # c) * d) /
- 7) Excel function is used to count empty cells in a specified range of cells.
a) countif b) AutoFill c) AutoCorrect d) countblank
- 8) is a database program in MS office suite.
a) PowerPoint b) Access c) Excel d) Word
- 9) is not a valid data type in MS Access.
a) character b) text c) currency d) memo
- 10) is a default page set up orientation for slides in MS PowerPoint.
a) Slide show b) Portrait c) Landscape d) None of these

Part – II Fill in the blanks**(10 x 1 Mark = 10 Marks)**

- 11) is a text that is added to the bottom margin of all pages of a document.
- 12) is used to align the paragraph at both right and left indent in MS Word.
- 13) is a shortcut key to bring the text to the center in MS Word.
- 14) The default number of lines to drop for drop cap is
- 15) The first cell in Excel worksheet is labeled as
- 16) In charts, category axis is vertical and value axis is horizontal.
- 17) In Excel, when data is entered in a cell, it is also displayed in the bar.
- 18) OLE means
- 19) In MS Access, creating allows access to query and sort records faster.
- 20) is the shortcut key to start slide show in PowerPoint.

Part – III State whether True or False**(10 x 1 Mark = 10 Marks)**

- 21) In MS Word, Ctrl+C allows a user to cut the selected text.
- 22) In MS Word, F7 function key is used for spell check.
- 23) We cannot stop a macro at its run-time.
- 24) A cell in the fourth row and sixth column is represented by F4 in absolute referencing.
- 25) 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.
- 26) In Excel, charts cannot be resized and moved in the work sheet.
- 27) Freeze pane is a feature available in MS Excel.
- 28) In MS Access, reports are used to organize and group the information in a table or query and provide a way to print the data in a database.
- 29) In PowerPoint, slide number can be added anywhere in the slide.
- 30) Slide sorter in MS PowerPoint is available in slide show menu.

Part – IV Write the Excel functions for the following (Any Five)**(5 x 2 Marks = 10 Marks)**

- 31) To find the sum of values in cells A1, B1, C1.
- 32) To return the current date and time.
- 33) To join several strings into one text string in C1, C2, C3.
- 34) To return the largest value in a set of values in the range A1 to A10.
- 35) To return the remainder of division.
- 36) To return the integer portion of the division 20/ 8.
- 37) To calculate the monthly installment of a loan of Rs. 80,000/- with a constant interest rate of 10% per year and duration of payment in 5 years.

(Part V, Part VI Explain the following (Any Six))**Part – V Explain the following (Any Six)****(6 x 5 Marks = 30 Marks)**

- 38) Bullets and Numbering in MS-Word.
- 39) Auto correct in MS Word.
- 40) Text alignment around image in MS Word.
- 41) Auto shapes and drawing in MS Word.
- 42) Relative, Mixed and Absolute referencing in Excel with examples.
- 43) Lookup table in MS Excel.
- 44) Mathematical functions in MS Excel.
- 45) Five data types in MS Access.
- 46) Grouping and Ordering in MS Office.
- 47) Different views in PowerPoint.

Part – VI Explain the following (Any Three)**(3 x 10 Marks = 30 Marks)**

- 48) Mail merge in MS Word.
- 49) Macros and creating Macros in MS Word.
- 50) Charts in MS Excel – Types and features.
- 51) Pivot table in MS Excel.

52) Slide effects, Slide animation and Slide transition in MS PowerPoint.