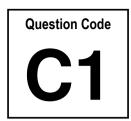
[Established by Govt. of Kerala]

# **OFFICE SUITE**

(CTTC, CPPTTC, DCA)



Time: 2 hours Maximum Marks: 100

Note	): <b>!</b>	Write the answer	s for Questi	ons fro	om 1 to 3	30 in the I	MCQ answe	r sheet
Part	- I	Choose the most a	ppropriate ans	swer		(10	X 1 Mark = 10	) Marks)
1	)	is the sho	ortcut key for Re	eplace i	n MS Word	d.		
		a) Ctrl+G b) C	trl+H c) (	Ctrl+C	d) C	trl+V		
2	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	3)	In MS Word, mailing a) Data sheet	list is also knov o) Data source		c) Source	d) Wo	ork sheet	
4	-)	a) Ctrl + X	•	lo the las c) Ctrl +		a Word doo d) Ctr		
5	5)	Ctrl + I is used for a) Increase font size c) Indicate bold			t line breal titalic to s	k elected Text	t	
6		The cell reference for down to row 10 is a) B1-G10		that sta	rts in cell E	_	over to colum d) B1;G10	n G and
7	')	a) & k	card character to) #	hat can c) \$	be used in d)		,	
8	3)	CEILING(57.259,3) w a) 57 b) 58	vill return c) 60		d) 57.25			
9) is a valid data type in MS Access.								
	8	a) character	b) inteto	ger	c) double	d) te	ext	
10) is the default page set up orientation for slides in MS PowerPoint.								
		a) Slide show	b) Portrait	c) Lan	dscape	d) None of	these	
Part -	II	Fill in the Blanks				(10	X 1 Mark = 10	) Marks)
1	1)	In MS Word,	option disp	lays the	number of	words used	d in the docume	ent.
1	2)	2) is an extra amount of margin added to the inner margin for binding.						
1	3) The short cut key to make the selected text bold is							
1	4)	<ol> <li>In MS Word, option converts all capital letters into small letters and all small letters into capital letters.</li> </ol>						
	<ul><li>15)is a text that is added to the bottom margin of all pages of a document.</li><li>16) In MS Excel, sign will be displayed if a number is too long to fit in a cell.</li></ul>							
								ell.
1	17) In charts, category axis is vertical and value axis is horizontal.							
1	8)	) In MS Excel, feature allows to quickly fill cells with repetitive or sequential data						
1	9)	RDBMS stands for						
2	n)	is the shortcut key to start slide show in PowerPoint						

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#### Part - III State whether True or False

(10 X 1 Mark = 10 Marks)

- 21) In MS Word, Thesaurus suggests another word with opposite meaning of the word we select.
- 22) In MS Word, F7 function key is used for spell check.
- 23) In MS Word, spelling error is indicated by a green line.
- 24) MS Word has a feature that saves the document after a certain interval.
- 25) A\$5 is an example for relative referencing.
- 26) 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.
- 27) A cell entry can be edited in the formula bar.
- 28) In MS Access, Memo field in database file is used to store images.
- 29) OLE means Object Linking and Enabling.
- 30) Slide show can show only a maximum of one slide at a time.

### Part - IV Write the Excel formula for the following (Any five)

(5 X 2 Marks = 10 Marks)

- 31) To remove all spaces of a text string except for single spaces between words.
- 32) To find the average of numbers in the Range A2:A238.
- 33) To generate a random number between 15 and 78.
- 34) To calculate the factorial of a number.
- 35) To return the largest value in a set of values in the range D1 to D10.
- 36) To find the sum of values in cells A1, B1, C1.
- 37) To return the current date and time.

#### (Xmsg slmSp<sup>-</sup>n«pÅ tNmZy§Ä;v D<sup>-</sup>c§Ä aebmf<sup>-</sup>nepw FgpXmw)

## Part - V Answer the following (Any six)

(6 X 5 Marks = 30 Marks)

- 38) Bullets and Numbering in MS Word.
- 39) Header and Footer in MS Word.
- 40) Bookmark and Hyperlink to Bookmark.
- 41) Relative, Mixed and Absolute referencing in Excel with examples.
- 42) Conditional Formatting in MS Excel.
- 43) Auto Fill and Auto Format.
- 44) Data Types in MS Access.
- 45) Different Views in PowerPoint.

## Part - VI Essay Questions (Any three)

(3 X 10 Marks = 30 Marks)

- 46) Mail merge in MS Word.
- 47) Macros in MS Word.
- 48) Excel Charts and its types.
- 49) Pivot Table.
- 50) Slide effects, Slide animation and Slide Transition in MS PowerPoint.