

[Established by Govt. of Kerala]  
**OFFICE SUITE**  
(CTTC, CPPTTC, DCA)

Question Code

**C1**

**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) ..... is the shortcut key for **Replace** in MS Word.  
a) Ctrl+G      b) Ctrl+H      c) Ctrl+C      d) Ctrl+V
- 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) In MS Word, mailing list is also known as .....  
a) Data sheet      b) Data source      c) Source      d) Work sheet
- 4) ..... 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
- 5) Ctrl + I is used for .....  
a) Increase font size      b) Insert line break  
c) Indicate bold      d) Apply italic to selected Text
- 6) The cell reference for a range of cell that starts in cell B1 and goes over to column G and down to row 10 is .....  
a) B1-G10      b) B1:G10      c) B1.G10      d) B1;G10
- 7) ..... is a wild card character that can be used in Excel filter.  
a) &      b) #      c) \$      d) \*
- 8) CEILING(57.259,3) will return .....  
a) 57      b) 58      c) 60      d) 57.25
- 9) ..... is a valid data type in MS Access.  
a) character      b) integer      c) double      d) text
- 10) ..... is the 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) In MS Word, ..... option displays the number of words used in the document.
- 12) ..... is an extra amount of margin added to the inner margin for binding.
- 13) The short cut key to make the selected text bold is .....
- 14) In MS Word, ..... option converts all capital letters into small letters and all small letters into capital letters.
- 15) ..... is a text that is added to the bottom margin of all pages of a document.
- 16) In MS Excel, ..... sign will be displayed if a number is too long to fit in a cell.
- 17) In ..... charts, category axis is vertical and value axis is horizontal.
- 18) In MS Excel, ..... feature allows to quickly fill cells with repetitive or sequential data.
- 19) RDBMS stands for.....
- 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, 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~n«pÅ tNmZy\$Äjv D~c\$Ä aebmf~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.