



**KERALA STATE RUTRONIX
Office Suite**

(CTTC, CPPTTC, CWPDE, PDDTP, PDCFA, DCA, DCA-FT, DOA)

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 not a valid data type in MS Access.
a) character b) text c) currency d) memo
- 2) In MS word, the shortcut key to to make web hyperlink is
a) Ctrl+G b) Ctrl+K c) Ctrl+C d) Ctrl+V
- 3) 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
- 4) To quickly fill the active cell with the contents of the cell above it, press keys.
a) CTRL+C b) CTRL+D c) CTRL+E d) CTRL+F
- 5) CEILING(17.259,5) will return
a) 17 b) 18 c) 20 d) 19
- 6) In MS Word, leading means space between
a) characters b) words c) lines d) paragraphs
- 7) In MS Word, mailing list is also known as
a) Data sheet b) Data source c) Source d) Work sheet
- 8) Excel Function compares two strings and returns true if they are same.
a) Same b) Exact c) Compare d) Equal
- 9) We can change the style of all slides in the presentation by changing property.
a) Header and Footer b) Slide master c) Nudging d) None of these
- 10) In MS Word, the tabs are set at inches by default.
a) 0.5 b) 2.5 c) 3.5 d) 3.0

Part - II Fill in the Blanks

(10 X 1 Mark = 10 Marks)

- 11) In MS Excel worksheet, the cell on the 12th row and 10th column is denoted by
- 12) is the shortcut for superscript.
- 13) option is used to adjust the value in a specified cell until a formula that is dependent on that cell reaches a target value.
- 14) Excel function is used to count empty cells in a specified range of cells.
- 15) In MS Access, creating allows access to query and sort records faster.
- 16) is the program tool that allows to reorganize and summarize the selected columns and rows of data in a spreadsheet or database.
- 17) option will insert decorative text in your document.

- 18) In MS Word, option converts all capital letters into small letters and vice versa.
- 19) Calling cells by just their column and row labels is called referencing.
- 20) is an extra amount of margin added to the inner margin for binding.

Part - III State whether True or False

(10 X 1 Mark = 10 Marks)

- 21) In MS Word, spelling error is indicated by a green line.
- 22) Images can be grouped together in MS PowerPoint.
- 23) In MS Access, Memo field in database file is used to store images.
- 24) Similar to freezing panes in Excel, columns in an MS Access table can be frozen.
- 25) In MS Excel, to join two strings, the operator available is '&'
- 26) OLE means Object Linking and Enabling.
- 27) In MS Excel, charts can be resized and moved in the work sheet.
- 28) Shift+Ctrl+Spacebar is used to select the current cell in the MS Excel.
- 29) Nudging means slightly enlarging or compressing a picture on a slide.
- 30) MS Word has a feature that saves the document after a certain interval.

Part - IV Write the Excel formula for the following

(5 X 2 Marks = 10 Marks)

- 31) To return the remainder of a division.
- 32) To find the length of a text string.
- 33) Returns the largest value in a set of values.
- 34) To remove all spaces of a text string except for single spaces between words.
- 35) To convert all letters in a string to lowercase.

(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 MS Excel with examples.
- 40) Auto shapes and Autocorrect in MS Word.
- 41) Logical functions in MS Excel.
- 42) Conditional Formatting in MS Excel.
- 43) Data types in MS Access.

Part - VI Essay Questions (Any Three)

(3 X 10 Marks = 30 Marks)

- 44) Mail merge in MS Word.
- 45) Macros in MS Word.
- 46) Explain about queries and query wizard in MS Access.
- 47) Charts and its types in MS Excel.
- 48) Slide effects, Slide animation and Slide transition in PowerPoint.