



**KERALA STATE RUTRONIX
OFFICE SUITE**

(CTTC, CPPTTC, DCA, DCA-FT)

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) CountA() function is used to
 - a) Counts cells having alphabets
 - b) Counts empty cells
 - c) Counts cells having numbers
 - d) Counts nonempty cells
- 2) feature is used to create a newspaper like document.
 - a) Bullets and Numbering
 - b) Column
 - c) Paragraph
 - d) All of these
- 3) In MS PowerPoint,..... key begins a slide show.
 - a) Enter
 - b) F5
 - c) F4
 - d) Ctrl+S
- 4) A Memo is a text type data that can store characters.
 - a) 64
 - b) 255
 - c) 64000
 - d) Any number of characters
- 5) is the short cut key to **replace** a word in a document.
 - a) Ctrl+X
 - b) Ctrl+F
 - c) Ctrl+Z
 - d) Ctrl+H
- 6) In MS Excel, is used to rearrange the data in ascending or descending order.
 - a) Data, Sort
 - b) Data, Form
 - c) Data, Table
 - d) Data, Subtotals
- 7) In Open Office, is a presentation program similar to Microsoft PowerPoint.
 - a) Writer
 - b) Calc
 - c) Impress
 - d) Base
- 8) In MS Excel, sign will be displayed if a number is too long to fit in a cell.
 - a) %
 - b) \$
 - c) #
 - d) *
- 9) Which area in an Excel window allows entering formulas?
 - a) Title Bar
 - b) Formula Bar
 - c) Menu Bar
 - d) Tool Bar
- 10) Special effects used to introduce slides in a presentation are called
 - a) Effects
 - b) Custom animations
 - c) Transitions
 - d) Present animations

Part - II Fill in the Blanks

(10 X 1 Mark = 10 Marks)

- 11) In MS Word, the margin that is added to the binding side of a page when printing is called
- 12) To begin a large letter in a paragraphoption is used in MS Word.
- 13) is the shortcut for subscript.
- 14) is a wild card character that can be used in Excel filter.
- 15) SQL query extract data from tables based on specific values.
- 16) OLE stands for
- 17) In MS Excel worksheet, the cell on the 20th row and 28th column is denoted by
- 18) Excel function displays the current date and time.

- 19) In MS Excel, sum of a large range of data can be done by simply selecting a tool button called
- 20) is the shortcut key to add a new slide in a presentation.

Part - III State whether True or False

(10 X 1 Mark = 10 Marks)

- 21) Footer is a text that is added to the top margin of every page.
- 22) Data recorded in a database cannot be deleted.
- 23) Character is a data type in MS Access.
- 24) Work sheet can be inserted in a word document.
- 25) MAX() function comes under statistical function category.
- 26) Slide show can show only one slide at a time.
- 27) In MS Excel, columns are designated by numbers.
- 28) PowerPoint presentation cannot be saved in HTML format.
- 29) Each design template has its own slide master that can be altered.
- 30) In MS Word, you can use styles to format your document.

Part - IV Write the Excel formula for the following

(5 X 2 Marks = 10 Marks)

- 31) To find the average of numbers in the range K1 to K100.
- 32) To return the absolute value of a number.
- 33) To return the factorial of number 10.
- 34) To return the integer portion of a division.
- 35) To check whether two text strings are exactly the same.

(താഴെ കൊടുത്തിട്ടുള്ള ചോദ്യങ്ങൾക്ക് ഉത്തരങ്ങൾ മലയാളത്തിലും എഴുതാം)

Part - V Answer the following (Any Six)

(6 X 5 Marks = 30 Marks)

- 36) Bookmark and Hyperlink in MS Word
- 37) Different types of cell referencing in MS Excel with examples.
- 38) Different Views in PowerPoint.
- 39) Data Types in MS Access.
- 40) Bullets and Numbering in MS Word with examples.
- 41) Conditional Formatting in MS Excel.
- 42) Explain any 5 Auto shapes with neat sketch.
- 43) Logical functions in MS Excel.

Part - VI Essay Questions (Any three)

(3 X 10 Marks = 30 Marks)

- 44) Mail Merge in MS Word.
- 45) Macros in MS Word.
- 46) Different queries in MS Access.
- 47) Charts and its types in MS Excel.
- 48) Pivot Table.