

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

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 correct answer

(10 x 1 Marks = 10 Marks)

- 1) Excel function is used to join several text strings into one text string.
 a) + b) Join c) Concatenate d) Concat
- 2) is the shortcut key to open a new file in Word.
 a) Ctrl+O b) Ctrl+N c) F12 d) None of these
- 3) key begins a slide show.
 a) Enter b) F5 c) F4 d) Ctrl+S
- 4) 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
- 5) is the shortcut key for Go To in MS Word.
 a) Ctrl+G b) Ctrl+H c) Ctrl+C d) Ctrl+V
- 6) Excel function compares two text strings and return true value if they are same.
 a) Same b) Exact c) Compare d) Equal
- 7) Slide sorter is available in menu.
 a) Insert b) File c) View d) Edit
- 8) Which of the following functions is not available in Excel?
 a) SUM () b) AVERAGE () c) MIDDLE () d) ROUND ()
- 9) In Excel the 27th column is represented by
 a) 27 b) B7 c) AA d) A1
- 10) A word document can be zoomed maximum up to
 a) 200% b) 100% c) 150% d) 500%

Part – II Fill in the blanks

(10 x 1 Mark = 10 Marks)

- 11) option is used to combine the contents of the selected adjacent cells into a single cell in MS Word table.
- 12) In MS Word, option converts all capital letters into small letters and vice versa.
- 13) Excel function is used to count empty cells in a specified range of cells.
- 14) is used to align the paragraph at both left and right margins.
- 15) option is used to adjust the value in a specified cell until a formula that is dependent on that cell reaches a target value.
- 16) is a text that is added to the bottom margin of all pages of a document.
- 17) The intersection of a row and column is called
- 18) In Excel, Word count option can be obtained from menu.
- 19) is the database program in Open Office.
- 20) is the presentation graphics package in Open Office.

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

- 21) OLE means Object Linking and Enabling.
- 22) Debian is a Linux operating system version.
- 23) Data recorded in the database can be edited but cannot be deleted.
- 24) Excel Charts can be resized and moved in a worksheet.
- 25) Nudging means slightly enlarging or compressing a picture on a slide.
- 26) Ctrl+C allows a user to cut the selected text.
- 27) In Powerpoint, slide number can be added anywhere on the slide.
- 28) A clip board can hold a maximum of ten elements that were cut or copied.
- 29) A PowerPoint cannot be inserted in a webpage.
- 30) To select the entire worksheet in EXCEL, press CTRL+ SHIFT+SPACEBAR.

Part – IV Write the Excel functions for the following**(10 x 2 Marks = 20 Marks)**

- 31) To return the absolute value of a number without its sign.
- 32) To return the factorial of a number.
- 33) To return the specified number of characters from the end of a text string.
- 34) To round a number to the nearest higher integer.
- 35) To return the remainder of a division.
- 36) To convert a vertical range of cells to horizontal range or vice versa.
- 37) To return current date.
- 38) To add the contents of cells specified by a given condition or criterion.
- 39) To return the largest value from a range of cells.
- 40) To remove the spaces from the text string except the single space between words.

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

- 41) Different views in PowerPoint.
- 42) Five mathematical functions in MS-Excel.
- 43) Relative, Mixed and Absolute referencing in Excel with examples.
- 44) Autoformat and Autofill in Excel.
- 45) Bullets and Numbering in MS-Word.
- 46) Data types in Access.
- 47) Conditional formatting in Excel.
- 48) Slide Transitions in PowerPoint.

Part – VI Explain the following (Any Two)**(2 x 10 Marks = 20 Marks)**

- 49) Charts in MS Excel- Types and features.
- 50) Mailmerge in Word.
- 51) Date functions in MS Excel.
- 52) Macros in MS Word.