3200   `RUTRONIX

C1

[Estd. by Govt. of Kerala]

OFFICE SUITE

(CTTC, CPPTTC, WPDEO, DCA)

Time: 2 hours   **Maximum Marks: 100**

Note: Write the answers for Questions from 1 to 50 in the MCQ answer sheet

Part- I   Choose the correct answer   **(10 x 1 Mark = 10 Marks)**

1. A Word document can be zoomed maximum up to …………
   a) 200%   b) 100%   c) 150%   d) 500%

2. Referencing a cell in an Excel sheet as $D4 is an example of……………….
   a) Absolute   (b) Relative   (c) Mixed   (d) None of the above.

3. State the correct shortcut key to bring the text in the center in word.
   a) Ctrl+C   b) Ctrl+E   c) Ctrl+D   d) Ctrl+A

4. Which of the following is not a valid Excel Function?
   a) Sum( )   b) AVERAGE ( )   c) MIDDLE ( )   d) LEFT ( )

5. …………Excel function is used to join several text strings into one text string.
   a) +   b) join   c) concatenate   d) concat

6. In Excel the 27th column is represented by …………
   a) 27   (b) B7   (c) AA   (d) A1s

7. The formula in Cell D2 is B3+C4. On copying this formula to Cell C3, the formula in cell C3 will be …………
   a) B3+C4   (b) A4+B5   (c) A3+C4   (d) A3+B4

8. In Open Office, …………….. is a presentation program similar to Microsoft PowerPoint.
   a) GIMP   (b) Impress   (c) Present   (d) GNU

9. …………Excel function compares two text strings and returns true if they are same.
   a) Same   b) Exact   c) Compare   d) Equal

10. In Excel, the default number of sheets in a work book is …………
    a) 1   b) 2   c) 3   d) 4

Part- II State whether True or False.   **(10 x 1 Mark = 10 Marks)**

11. Open Office Calc is capable of saving spread sheets in Microsoft Excel file format.
12. OLE means Object Linking and Enabling.
13. Similar to freezing panes in Excel, columns in an Access table can be frozen.
14. If a field of an Access table is indexed, it cannot have multiple entries of the same data value.
15. In PowerPoint, slide number can be added anywhere on the slide.
16. =SUM (A1, A5) calculates the sum of numbers in the range A1 to A5.
17. A cell in the fourth row and sixth column is represented by C6
18. OSX is a Linux operating system version.
19. Using WordArt, we can add headlines in striking colors and shapes to our presentation.
20. Nudging means slightly enlarging or compressing a picture on a slide.

Part - III Fill in the Blanks.   **(10 x 1 Mark = 10 Marks)**

21. …………option is used to combine the contents of the selected adjacent cells into a single cell in MS Word table.

22. The …………Excel function finds out the highest value from a series of specified numbers.

23. The file extension of a power point file is …………

24. In Word…………option converts all capital letters into small letters and all small letters into capital letters.

25. …………Excel function is used to count empty cells in a specified range of cells.

26. …………creates text effects by inserting a Microsoft office drawing objects.

27. …………is used to align the paragraph at both right and left indent.

28. The word document is saved with the extension …………

29. OO.o stands for………….

30. …………option is used to adjust the value in a specified cell until a formula that is dependent on that cell reaches a target value.


Part - IV (**MS Word**) With reference to the **Picture Tool Bar** in the Fig-A, mark the most appropriate answer in the box against the question number in the Answer sheet supplied.

(10 x 1 Mark = 10 Marks)

Fig-A
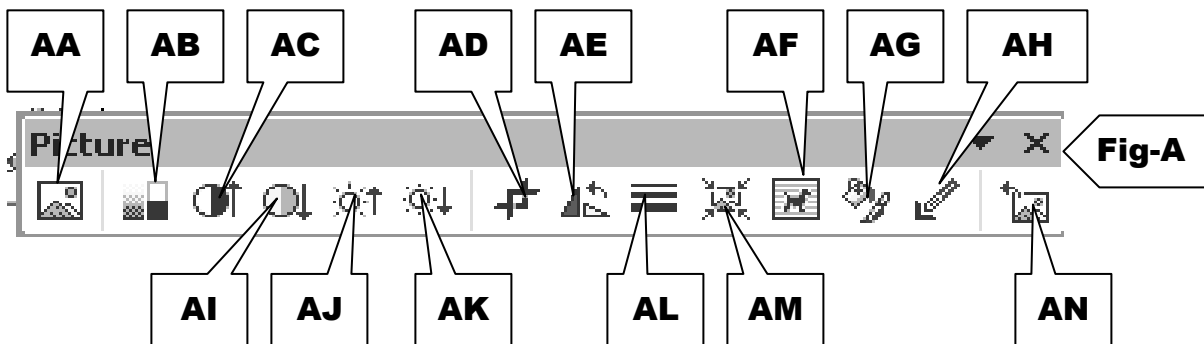
31. Format Object
32. Color
33. Compress Pictures
34. Increase Brightness
35. Crop
36. Set Transparent Color
37. Rotate Picture
38. Insert Picture
39. Text Wrapping
40. Line Style

Part - V (**MS Excel**) With reference to the **Pivot table** in the Fig-B, mark the most appropriate answer in the box against the question number in the Answer sheet supplied

(10 x 1 Mark = 10 Marks)

Fig-B
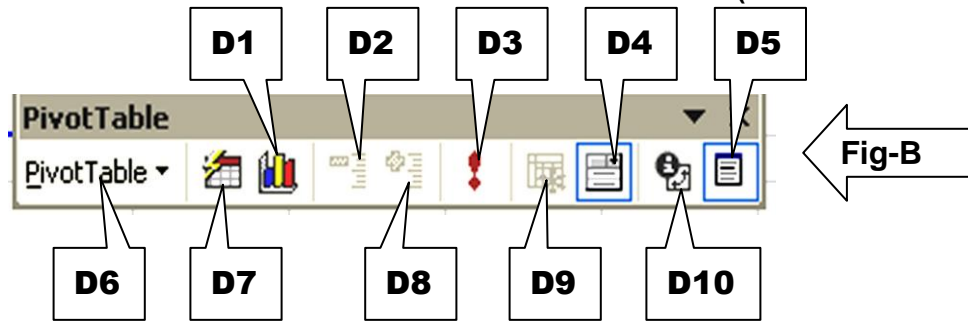
41. Pivot table wizard
42. Show field list
43. Format report
44. Field settings
45. Display items
46. Refresh data
47. Chart wizard
48. Show details
49. Hidden items in total
50. Hide cell

Part - VI Write short notes on (*Any ten*)   **(10 x 3 Marks = 30 Marks)**

51. Use of data filter.
52. Different steps for creating pivot table using Pivot chart wizard in Excel.
53. Write the Excel equation (*to be written in the C5 cell of sheet 1*) to find the sum of the contents of C4 cell in Sheet1 and C3 cell in Sheet2.
54. Footnote in MS Word.
55. Slide –Transition in PowerPoint.
56. Define the term 'Bookmark'. Explain the steps in setting it.
57. Bullets and Numbering in MS Word.
58. Data validation in Excel.
59. Types of cell references; illustrate with examples.
60. Any two financial functions in MS Excel with suitable examples.
61. Conditional formatting in MS Excel.
62. What is range name? What is the use of a range name?
63. Autocorrect in MS Word.

Part - VII   Essay Questions (*Any four*)   **(4 x 5 Marks = 20 Marks)**

64. Mail merge in MS Word.
65. Macros and creating Macros on Excel.
66. Charts in MS Excel- Types and features.
67. Primary Key in a Database.
68. Date functions in MS Excel.