



KERALA STATE RUTRONIX

Question Code

C1

Date : 11/08/2012

Time : 2 hours

Office Suite
(CTTC/CPPTTC/DCA)

2.30 pm To 4.30 pm

Maximum Marks : 100

Note: Write the answers for Questions from 1 to 35 in the MCQ answer sheet

Part - I Choose the most appropriate answer

(10 x 1 Mark = 10 Marks)

- 1)is not a valid function in Excel.
a) SUM() b) AVERAGE() c) MIDDLE() d) LEFT()
- 2) Absolute referencing is accomplished by placing a
a) ! b) # c) \$ d) None of these
- 3)is a wild card character that can be used in Excel filter.
a) & b) # c) \$ d) *
- 4) CEILING(57.259,3) will return
a) 57 b) 58 c) 60 d) 57.25
- 5) In Excel the 27th column is represented by
a) 27 b) B7 c) AA d) A1
- 6) A word document can be zoomed maximum up to
a) 200% b) 100% c) 150% d) 500%
- 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) Writer b) Impress c) Base d) Calc
- 9) Automatic expansion of abbreviations is possible in option under Tools menu in MS Word
a) Customize b) AutoCorrect c) Templates d) Non of these
- 10)is not a valid data type in MS Access.
a) Memo b) Character c) Currency d) Auto number

Part - II Fill in the blanks

(15 x 1 Mark = 15 Marks)

- 11) In MS Word, the tabs are set at inches by default.
- 12)is an extra amount of margin space added to the inner margin for binding.
- 13)is a text that is added to the bottom margin of all pages of a document.
- 14) In MS Excel, sign will be displayed if a number is too long to fit in a cell.
- 15) In charts, category axis is vertical and value axis is horizontal.
- 16) In MS Excel, feature allows to quickly fill cells with repetitive or sequential data.
- 17) creates text effects by inserting a Microsoft office drawing objects.
- 18) In MS Word is used to align the paragraph at both right and left indent.
- 19) Excel function calculates the square root of a specified number.
- 20) allows Access to query or sort records faster.
- 21) creates multimedia presentation to display information in a graphical format.
- 22) In MS Word, the large letter that begins a paragraph is called
- 23) is the shortcut key for *Undo* in MS Word
- 24) option is used to adjust the value in a specified cell until a formula that is dependent on that cell reaches a target value.
- 25) Menu path to insert a row above the current row is

Part - III State whether True or False

(10 x 1 Mark = 10 Marks)

- 26) F7 function key is used for spell check.
- 27) Ctrl + R is the short cut to 'find/replace' in MS Word.
- 28) A cell entry can be edited in the formula bar.
- 29) In MS Access, Memo field in database file is used to store images.
- 30) OLE means Object Linking and Enabling.
- 31) My Document is the default location for saving a MS Excel file.
- 32) A clip board can hold any number of elements that were cut or copied.
- 33) F4 button is used to start a slide show.
- 34) Mouse Pointer can be used to place the cursor at a desired place in a MS Word document.
- 35) If a field of an Access table is indexed, it cannot have multiple entries of the same data value.

Part - IV Write the excel functions for the following

(5 x 2 Marks = 10 Marks)

- 36) To return the remainder of a division.
- 37) To return the integer portion of a division.
- 38) To calculate the monthly constant payment of a loan of Rs. 80,000/- with a constant interest rate of 10% per year and duration of payment in 5 years.
- 39) To join the text strings in Cells B2, C2 and D2 into one string.
- 40) To return the current date and time.

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Part - V Explain the following (Any Five)

(5 x 5 Marks = 25 Marks)

- 41) Header and Footer in MS Word.
- 42) Bookmark and Hyperlink to Bookmark.
- 43) Relative, Mixed and Absolute referencing in MS Excel with examples.
- 44) Cell Referencing.
- 45) LOOK UP tables in MS Excel.
- 46) Data Types in MS Access.
- 47) Slide Transitions in MS PowerPoint.

Part - VI Explain the following (Any Three)

(3 x 10 Marks = 30 Marks)

- 48) Mail merge in MS Word.
- 49) Macros in MS Word.
- 50) Excel Charts and its types.
- 51) Pivot Table.
- 52) Date functions in MS Excel.