



**KERALA STATE RUTRONIX
OFFICE SUITE
(PDCFA)**

Question code

C2

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) Thesaurus tool in MS Word is used for
a) Spelling suggestions b) Grammar options c) Synonyms and Antonyms d) All of these
- 2) In MS Excel, ROUND(7.8812,2) will return
a) 7.78 b) 7.87 c) 7.89 d) 7.88
- 3) The formula in D2 is \$B3+C\$4, on copying this formula to the cell G5, the formula in cell G5 will be
a) B6+F4 b) F6+B4 c) A6+F4 d) B3+C4
- 4) Portrait and Landscape are
a) Page Orientation b) Paper Size c) Page Layout d) All of above
- 5) Absolute referencing is accomplished by sign.
a) ! b) \$ c) # d) &
- 6) In MS Excel, Remainder is calculated using function.
a) REM() b) QUOTIENT() c) MOD() d) REPT()
- 7) In MS Excel, sum of a large range of data can be done by simply selecting a tool button called
a) Auto fill b) Autocorrect c) Auto sum d) Auto format
- 8) is the shortcut key for print in MS Word.
a) Ctrl+F2 b) Shift+F12 c) Ctrl+P d) Ctrl+W
- 9) The option restrict access to the workbook by preventing new sheets from creating or granting access only to specific people.
a) Protect workbook b) Chart c) Report d) Share workbook
- 10) chart is used to compare the percentage sum of the data series.
a) Bar b) Line c) Pie d) All of these

Part - II Fill in the Blanks

(10 X 1 Mark = 10 Marks)

- 11) To locate a word or phrase in a document.....option is used.
- 12) To begin a large letter in a paragraphoption is used in MS Word.
- 13) is the shortcut key for editing an active cell.
- 14) is the decorative text added in a document.
- 15) In MS Word, is used to set the page margins, change paragraph alignment and spacing
- 16) In MS Excel, function displays row data in a column or column data in a row.
- 17) In MS Excel worksheet, the cell on the 18th row and 23rd column is denoted by
- 18) In MS Word, the tabs are set atinches by default.
- 19)margin is added to the binding side of the page.
- 20) is used to align the paragraph at both right and left indent.

Part - III State whether True or False

(10 X 1 Mark = 10 Marks)

- 21) AVERAGE() function comes under mathematical function category.
- 22) To select the entire worksheet in MS Excel, press CTRL+SHIFT+SPACEBAR.
- 23) A Header is a text that is added to the top or bottom margin of a Word document.
- 24) In MS Excel, charts can be resized and moved in the worksheet.
- 25) A clip board can hold any number of elements that were cut or copied in MS Word.
- 26) In MS Word, spelling error is indicated by green line.
- 27) OLE means Object Linking and Enabling.
- 28) Worksheet can be inserted in a word document.
- 29) In MS Excel, to join two strings the operator available is "&".
- 30) In MS Word, mailing list is known as the data source.

Part - IV Write the Excel formula for the following

(5 X 2 Marks = 10 Marks)

- 31) To remove all spaces of a text string except for single spaces between words.
- 32) To find the factorial of a number 25.
- 33) To return the largest value from cells K13 to K33.
- 34) To return the number of characters in a text string.
- 35) To return the square root of a number 12.

(താഴെ കൊടുത്തിട്ടുള്ള ചോദ്യങ്ങൾക്ക് ഉത്തരങ്ങൾ മലയാളത്തിലും എഴുതാം)

Part - V Answer the following (Any Eight)

(8 X 5 Marks = 40 Marks)

- 36) Five Financial functions in MS Excel.
- 37) Bullets and Numbering in MS Word.
- 38) Cell referencing in MS Excel with examples.
- 39) Conditional formatting in MS Excel.
- 40) Header and Footer in MS Word.
- 41) State the Short key for the following
 - a) Undo b) Save c) Open a new document d) Subscript e) Replace
- 42) Sorting and Filtering in MS Excel.
- 43) Bookmark and Hyperlink to bookmark.
- 44) Explain Auto fill in MS Excel.
- 45) Different Auto shapes in MS Word with neat sketch.

Part - VI Essay Questions (Any Two)

(2 X 10 Marks = 20 Marks)

- 46) Types of charts in MS Excel.
- 47) Mail merge in MS Word.
- 48) Macros in MS Word.
- 49) Pivot Table in MS Excel.