



**KERALA STATE RUTRONIX**  
**Office Suite, Office Productivity tools, Internet**  
(AOC)

Question code

**C5**

**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) A collection of web pages which are related to one another is called .....  
a) Web Browser      b) Home page      c) Website      d) Search engine
- 2) A computer connected to a network is known as .....  
a) Workstation      b) Network station      c) Mainframe station      d) Server station
- 3) ..... is the short cut key for Go To in MS Word.  
a) Ctrl+G      b) Ctrl+F      c) Ctrl+Z      d) Ctrl+H
- 4) In a spread sheet, the cell reference for a range of cell that starts in cell K1 and goes over to column S and down to row 10 is .....  
a) K1-S10      b) K1:S10      c) K1.S10      d) K1;S10
- 5) ..... Excel function is used to join several text strings into one text string.  
a) +      b) Join      c) Concatenate      d) Concat
- 6) In MS Word, Shift+F3 is used to change .....  
a) Indent      b) Case      c) Margin      d) Selection
- 7) In MS Excel, ..... sign will be displayed if a number is too long to fit in a cell.  
a) %      b) \$      c) #      d) None of these
- 8) In ..... charts, category axis is vertical and value axis is horizontal.  
a) Bar      b) Pie      c) Column      d) Line
- 9) Which of the following is not a part of slide design?  
a) Design Template      b) Color scheme      c) Animation scheme      d) Slide Layout
- 10) To select one hyperlink after another during a slide presentation, press .....  
a) Tab      b) Ctrl+K      c) Ctrl+S      d) None of these

**Part - II Fill in the Blanks**

**(10 X 1 Mark = 10 Marks)**

- 11) Internet transmission usually use ..... protocol.
- 12) Unsolicited commercial email is commonly known as .....
- 13) ..... is the text that is added to the top margin of the document.
- 14) ..... is multimedia presentation software of OpenOffice.org.
- 15) ..... is the program tool that allows to reorganize and summarize the selected columns and rows of data in a spreadsheet.
- 16) Excel function =POWER(10,2) will return .....
- 17) ..... is the shortcut for print preview in MS Word.
- 18) RDBMS stands for .....
- 19) In MS Word, ..... is used to set paragraph margins.
- 20) To print the PowerPoint presentation, press ..... key.

**Part - III State whether True or False**

**(10 X 1 Mark = 10 Marks)**

- 21) Freeze panes is a feature available in MS Access.
- 22) Ctrl + X is the short cut for Paste option.
- 23) Data recorded in a database can be edited but cannot be deleted.
- 24) PMT() function come under statistical function category.
- 25) MS Word has a feature that saves the document after a certain interval.
- 26) In MS PowerPoint, the sound clips and movie clips can be inserted.
- 27) In MS Word, spelling error is indicated by a green line.
- 28) It is not possible to insert an Excel sheet in a word document.
- 29) A PowerPoint presentation cannot be inserted in to a webpage.
- 30) Character is a data type in MS Access.

**Part - IV Write the Excel formula for the following**

**(5 X 2 Marks = 10 Marks)**

- 31) To return the square root of a number.
- 32) To find the average of numbers in the range B1 to B10.
- 33) To return the integer portion of a division.
- 34) To return the current date.
- 35) To return the largest value from a range of cells.

(താഴെ കൊടുത്തിട്ടുള്ള ചോദ്യങ്ങൾക്ക് ഉത്തരങ്ങൾ മലയാളത്തിലും എഴുതാം)

**Part - V Answer the following (Any Six)**

**(6 X 5 Marks = 30 Marks)**

- 36) Differentiate between Intranet and Internet.
- 37) Differentiate between Router and Gateway.
- 38) Different types of cell referencing in MS Excel with examples.
- 39) Different Views in PowerPoint.
- 40) Data Types in MS Access.
- 41) Auto shapes and Autocorrect in MS Word.
- 42) Conditional Formatting in MS Excel.
- 43) Five Statistical functions in MS Excel.

**Part - VI Essay Questions (Any Three)**

**(3 X 10 Marks = 30 Marks)**

- 44) Macros in MS Word.
- 45) Queries and Query Wizard in MS Access.
- 46) Charts and their types in MS Excel.
- 47) Slide effects, Slide animation and Slide transition in PowerPoint.
- 48) What is Internet? Explain how data is transmitted and received via Internet.