



**KERALA STATE RUTRONIX
OFFICE SUITE**

Question code

C1

(CTTC, CPPTTC, CWPDE, PDDTP, PDCFA, DCA, DCA-FT, DOA)

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) In Open Office, is a database program similar to Microsoft Access.
a) Writer b) Calc c) Impress d) Base
- 2) is the short cut key for Go To in MS Word.
a) Ctrl+G b) Ctrl+F c) Ctrl+Z d) Ctrl+H
- 3) 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
- 4) In PowerPoint, key begins slideshow.
a) Enter b) F4 c) F5 d) Ctrl+S
- 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) is the text that is added to the top margin of the document.
- 12) is multimedia presentation software of OpenOffice.org.
- 13) is the program tool that allows to reorganize and summarize the selected columns and rows of data in a spreadsheet.
- 14) Excel function =POWER(10,2) will return
- 15) is the shortcut for print preview in MS Word.
- 16) RDBMS stands for
- 17) In MS Word, is used to set page margins, change paragraph alignment and spacing.
- 18) is the Wild Card Character used in Excel filter.
- 19) In MS Word, is the large letter that begins a paragraph.
- 20) To print the PowerPoint presentation, press key.

Part - III State whether True or False

(10 X 1 Mark = 10 Marks)

- 21) Data recorded in a database can be edited but cannot be deleted.
- 22) PMT() function come under statistical function category.
- 23) MS Word has a feature that saves the document after a certain interval.
- 24) In MS PowerPoint, the sound clips and movie clips can be inserted.
- 25) In MS Word, spelling error is indicated by a green line.
- 26) It is not possible to insert an Excel sheet in a word document.
- 27) A PowerPoint presentation cannot be inserted in to a webpage.
- 28) A Slide show can show only one slide at a time.
- 29) In MS PowerPoint, the slide number can be added anywhere on the slide.
- 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.

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Part - V Answer the following (Any Six)

(6 X 5 Marks = 30 Marks)

- 36) Bullets and Numbering in MS Word.
- 37) Different types of cell referencing in MS Excel with examples.
- 38) Different Views in PowerPoint.
- 39) Data Types in MS Access.
- 40) Auto shapes and Autocorrect in MS Word.
- 41) Conditional Formatting in MS Excel.
- 42) Bookmark and Hyperlink in MS Word.
- 43) Five Statistical functions in MS Excel.

Part - VI Essay Questions (Any three)

(3 X 10 Marks = 30 Marks)

- 44) Mail merge in MS Word.
- 45) Macros in MS Word.
- 46) Queries and Query Wizard in MS Access.
- 47) Charts and their types in MS Excel.
- 48) Slide effects, Slide animation and Slide transition in PowerPoint.