

IV. FILL IN THE BLANKS

(10x1=10)

1. Table is formed by a combination of (row and column/cell and lines)
2. Cell is the intersection of..... (left and right/column and row)
3. Clipboard stored data (Permanently/Temporarily)
4. CTRL+O is used to existing file. (order/open)
5. Undo command is.....(Ctrl+U/Ctrl+Z)
6. Horizontal page orientation is also called (Portrait/Landscape)
7. is the extension for Powerpoint presentation, (ppt/pts)
8. Font size are measured in (picas/points)
9. Footer appear at the bottom of pages onces inserted. (all/First)
10. shows margin and tab setting. (Ruler/ Format)

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION

Certificate Course Examination, December, 2014

Certificate in Computer Application

Subject: Office Automation Software (CCA103)

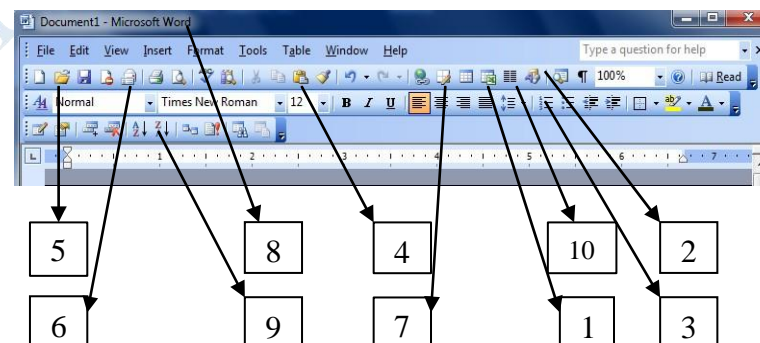
Full Mark : 40

Time : 1 hours

I. Identify the following tools from the diagram given below by giving the number in the box provided.

(10x1=10)

- | | |
|---------------------------|---------------------|
| 1. Insert excel worksheet | 6. E-mail |
| 2. Drawing | 7. Table & border |
| 3. Numbering | 8. Title bar |
| 4. Paste | 9. Short descending |
| 5. Open | 10. Columns |



II. MULTIPLE CHOICE QUESTIONS (10x1=10)

1. Which of these toolbar allows changing font and their size?
a. Standard c. Status
b. Formatting d. Drawing
Ans : Formatting
2. Which of the following shortcut keys changes the font size?
a. F4 c. Ctrl+}
b. Shift+F3 d. Ctrl+F
Ans : Ctrl+}

3. To insert new slide; which of the following key is used?

- a. Ctrl+N
- b. Ctrl+M
- c. Ctrl+O
- d. Ctrl+F3

Ans : Ctrl+M

4. Underlined letter in the menu bar is activated by which key?

- a. F10
- b. Alt key
- c. Shift key
- d. Ctrl key

Ans : F10

5. Status bar is a bar at the of the screen.

- a. Top
- b. Centre
- c. Bottom
- d. Below menu bar

Ans : Bottom

6. Page orientation is of types

- a. No limit
- b. One
- c. Four
- d. Two

Ans : Two

7. Which of these keys allows changing of indentation?

- a. Ctrl+N
- b. Ctrl+I
- c. Ctrl+M
- d. Ctrl+P

Ans : Ctrl+M

8. What is the file extensions of word 2003?

- a. doc
- b. docx
- c. pdf
- d. xls

Ans : doc

9. Merge cells join the

- a. Column
- b. row
- c. only row
- d. both a&b

Ans : both a&b

10. The valid Minimum and maximum zoom size in MS Office is

- a. 10,500
- b. 10,200
- c. 50,800
- d. 20,500

Ans : 10,500

III. TRUE OR FALSE

(10x1=10)

1. Page Number appears on all pages once inserted. **T**

2. Insert menu is used to insert objects. **T**

3. Format menu change the character and paragraph settings. **T**

4. Existing files can be retrieve form edit menu. **F**

5. A chart is a visual representation of numeric data. **T**

6. IBM develop MS Office. **F**

7. The sum () function has more than one argument. **T**

8. Formulae must be preceded by - sign in excel. **F**

9. Address of cell where row2 and column3 meets is B2. **F**

10. F5 is used to slide show. **T**

7. Excel has no standard tool bar like word. **F**
8. Blank PPT will create a new blank presentation using the default setting for text and colour. **T**
9. To change all occurrence of particular word; The replace all option is used. **T**
10. Slide once created can not be rearranged. **F**

D. DIAGRAM MATCHING

(10X1=10)

- | | |
|--|----|
| 1. Orientation (E) | A. |
| 2. Subscript and Superscript (C) | B. |
| 3. Clear Formatting (B) | C. |
| 4. Decrease and increase decimal (F) | D. |
| 5. Bullets, Numbering and multi-level list (A) | E. |
| 6. New slide (I) | F. |
| 7. Shaped (H) | G. |
| 8. Insert Function (G) | H. |
| 9. Indentation Decrease and increase (D) | I. |
| 10. Slide show from beginning (J) | J. |

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Certificate Course Examination, December, 2015
Certificate in Computer Application
Subject: Office Automation Software (CCA103)

Full Mark : 40

Time : 1 hours

A. Choose the correct (20x1=20)

1. A data source is a document that has the _____ information
 - a. more than one
 - b. One
 - c. variable
 - d. constant

Ans : variable

2. The insert table button is used to insert _____ table in a word document
 - a. Blank
 - b. Existing
 - c. Auto-format
 - d. None of the above

Ans : Blank

3. Using word you can add _____ into your document
 - a. Graphic
 - b. Picture
 - c. Wordart
 - d. All of these

Ans : All of these

4. Copying a format applied to one section of a document to another portion of the document is
 - a. Copy
 - b. Cut
 - c. Merge
 - d. format painter

Ans : format painter

5. The grammar checker mostly suggests ways to correct the _____
 - a. Paragraph construction
 - b. Sentence construction
 - c. Words
 - d. All of the above

Ans : All of the above

6. _____ has a table of common typing errors, which are automatically corrected by word
 - a. Spelling and grammar
 - b. Find and replace
 - c. Format painter
 - d. Auto correct

Ans : Auto correct

7. Standard toolbar has _____ for the most frequently used commands in words

- a. Icon
- b. Special symbol
- c. Text lists
- d. Only separator

Ans : Icon

8. Excel comprises a total of _____ columns

- a. 255
- b. 256
- c. 128
- d. 512

Ans : 256

9. Excel recognizes an entry as formula if it is preceded by a _____

- a. +
- b. -
- c. =
- d. + or =

Ans : + or =

10. Function key for editing cell to alter its content we press

- a. F2
- b. F3
- c. F4
- d. F5

Ans : F2

11. Word has four alignment where as excel has _____

- a. 2
- b. 4
- c. 3
- d. 5

Ans : 3

12. The function executes if and only if the condition statement is true

- a. MAX ()
- b. COUNT ()
- c. IF ()
- d. AVERAGE ()

Ans : IF ()

13. _____ permits the user to change a set of data and view the corresponding changes to a relative set of data

- a. What-If analysis
- b. IF () function
- c. Concatenation function
- d. None of the above

Ans : What-if analysis

14. PowerPoint offers _____ different types of slide layouts called Auto Layouts

- a. 20
- b. 21
- c. 23
- d. 24

Ans : 24

15. After creating the slide that wake up the ppt, it can be save in a _____ file format

- a. PTP
- b. PSG
- c. RTF
- d. PPT

Ans : PPT

16. Which one allows you to work on individual slides

- a. Slide view
- b. Outline view
- c. Slide sorter view
- d. Slick show view

Ans : Slide view

17. Adding special effect to a ppt enhance the _____ of the presentation

- a. clarity
- b. Effectiveness
- c. File size
- d. All of the above

Ans : Effectiveness

18. Transitions that are applied to the element of the slide is also called

- a. Animation
- b. Special effect
- c. Grouping
- d. Clipart

Ans : Animation

19. Slide timing can be set for

- a. One slide
- b. Group of slide
- c. a & b
- d. None

Ans : a&b

20. Slide show is activated by _____ key


- a. F3
- b. F4
- c. F5
- d. F6

Ans : F5

E. TRUE OR FALSE

(10x1=10)

1. In mail merge, a master document is one which is one which contains the recipient of the letter with place holder for the variable information. **F**
2. A sheet cannot be moved within worksheet. **F**
3. MS Word table cell can be split or merge. **F**
4. Excel follows relative reference. **T**
5. Notes page view allow you to create speakers note. **T**
6. There are two type of page orientation. **T**



37. What is the file extension of word 2003?
 1) **doc** 3) pdf
 2) docx 4) xls
38. Merge cell join the _____
 1) Columns 3) Only row
 2) Rows 4) **Both 1) and 2)**
39. The valid minimum and maximum zoom size in MSOffice is
 1) **10,500** 3) 50,800
 2) 10,200 4) 20,500
40. Name this sign 
 1) Omega 3) Equation
 2) **Symbol** 4) Object





MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Certificate Course Examination, December, 2016
Certificate in Computer Application
Subject : Office Automation Software (DCA-103)




Full Mark : 40

Time : 1 hour

A. Choose the correct answer (1X40=40)

1. Pictures, Table, Shapes, etc. are inserted from
 1) Add-in menu 3) Mailings menu
 2) **Insert menu** 4) Drawing toolbar
2. The character and paragraph settings are manipulated from _____
 1) **Format menu** 3) Standard toolbar
 2) View menu 4) Edit menu
3. Existing file can be retrieved from _____
 1) View menu 3) **File menu**
 2) Edit menu 4) Format menu
4. Name this sign 
 1) Eraser 3) Font style
 2) Clear character 4) **Clear Formatting**
5. A _____ is a visual representation of numeric data
 1) Shapes 3) **Chart**
 2) Text box 4) Table
6. MS Office developed by
 1) IBM 3) Dell
 2) **Microsoft** 4) Apple
7. The sum () function has
 1) One argument 3) Two argument
 2) Three argument 4) **More than one argument**
8. Name this sign 
 1) Make paragraph 3) Decrease and increase decimal
 2) **Indentation decrease and increase** 4) Both 1) and 3)
9. Formulae must be preceded by
 1) + 3) -
 2) = 4) ∞
10. Address of cell where row 12 and column AG meets is
 1) A12G 3) **AG12** 3) 12 AG 4) Both 2) and 3)
11. In PowerPoint presentation F5 is used to
 1) **Slide show** 3) Open new slide
 2) Change the slide transition 4) Slide sorter


12. Name this sign  1) To the base 2 and X square 2) Increase by two 3) **Subscript and Superscript** 4) None of the above
13. In a _____ master document is the one which contain the recipients of the letter with place holders for the variable information 1) Reference 2) **Mail Merge** 3) Data Sheet 4) Both 2) and 3)
14. Which of these toolbar allow changing of font and their sizes? 1) Standard 2) **Formatting** 3) Status 4) Drawing
15. Which of the following shortcut key changes the font size? 1) F4 2) Shift+F3 3) **Ctrl+}** 4) Ctrl+F
16. Name this sign  1) Play media 2) **Slide show from beginning** 3) Test run 4) Play slide
17. To insert new slide; which of the following key is used 1) Ctrl+N 2) **Ctrl+M** 3) Ctrl+O 4) Ctrl+F3
18. Underlined letter in the menu bar is activated by which key? 1) **F10** 2) Alt key 3) Shift key 4) Ctrl key
19. Table is formed by a combination of _____ 1) **Rows and Columns** 2) Only rows 3) Cell and lines 4) Only columns
20. Name this sign  1) **Insert function** 2) Insert value 3) Insert formula 4) Both 1) and 3)
21. Cell is the intersection of _____ 1) Left and right 2) Four lines 3) **Column and row** 4) None of the above
22. Clipboard stored data _____ 1) Permanently 2) Semi-permanent 3) **Temporarily** 4) All of the above
23. Ctrl+O is used to _____ existing file 1) Order 2) Operate on 3) **Open** 4) options of
24. Name this sign  1) Change font size 2) Word Art 3) **Change style** 4) Short

25. Undo command is _____ 1) Ctrl+U 2) **Ctrl+Z** 3) Ctrl+Y 4) Shift+U
26. Horizontal page orientation is called _____ 1) **Landscape** 2) Oriental 3) Portrait 4) Both 1) and 2)
27. _____ is the extension of PowerPoint presentation 1) **.ppt** 2) .ptp 3) .pts 4) **.pptx**
28. Name this sign  1) Change font size 2) Word art 3) Change styles 4) **Sort**
29. Font size are measured in 1) Picas 2) **Points** 3) Character 4) Bytes
30. Footer appear at the bottom of _____ page(s) once inserted. 1) First but the rest 2) All the rest but the first 3) First 4) **All**
31. _____ shows margin and tab settings 1) View menu 2) **Ruler** 3) Format 4) Page layout menu
32. Name this sign  1) **Search** 2) Find 3) Replace 4) Go to
33. Status bar is a bar at the _____ of the screen 1) Top 2) Centre 3) **Bottom** 4) Below menu bar
34. Page orientation is of _____ types. 1) No limit 2) One 3) Four 4) **Two**
35. Which of these keys allow changing of indentation? 1) Ctrl+N 2) Ctrl+I 3) **Ctrl+M** 4) Ctrl+P
36. Name this sign  1) Change font size 2) **Word art** 3) Change styles 4) Sort

Formatted: Font: Bold

35. Ctrl+O is used to _____ existing files

- 1) Order
- 2) Operate on
- 3) **Open**
- 4) Options of

36. Name this sign 

- 1) Change font size
- 2) Word art
- 3) **Text orientation**
- 4) Clear formatting

37. Undo command is _____

- 1) Ctrl+U
- 2) **Ctrl+Z**
- 3) Ctrl+Y
- 4) Shift+U

38. Horizontal page orientation is called _____

- 1) **Landscape**
- 2) Oriental
- 3) Portrait
- 4) 1) and 2)

39. _____ is the extension for PowerPoint presentation

- 1) **.ppt**
- 2) .ptp
- 3) .pts
- 4) .pptx

40. Clipboard stores data _____

- 1) Permanently
- 2) Semi-permanent
- 3) **Temporarily**
- 4) All of the above

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION

Diploma Course Examination, December, 2017

Diploma in Computer Application Semester I

Subject : Office Automation Software (DCA-103)

Full Mark : 40

Time : 1 hour

A. Choose the correct answer


(1X40=40)

1. In Power point presentation _____ key is used to slide show

- 1) F2
- 2) F4
- 3) F3
- 4) **F5**

2. Name this sign 

- 1) To the base 2 and X square
- 2) **Subscript and Superscript**
- 3) Increase and decrease by two
- 4) None of the above

3. Name this sign 

- 1) Play media
- 2) **Slide show from beginning**
- 3) test run
- 4) Play slide

4. Which of the following shortcut key changes the font size?

- 1) F4
- 2) Shift+F3
- 3) **Ctrl+}**
- 4) Ctrl+F

5. To insert new slide; which of the following key is used?


- 1) Ctrl+N
- 2) **Ctrl+M**
- 3) Ctrl+O
- 4) Ctrl+F3

6. Underlined letters in the menu bar is activated by which key?

- 1) **F10**
- 2) Alt key
- 3) Shift key
- 4) Ctrl key

7. Table is form by a combination of _____

- 1) **Rows and Column**
- 2) Only rows
- 3) Cell and lines
- 4) Only columns

8. Name this sign 

- 1) **Sort and Filter**
- 2) Sort Descending
- 3) Sort Ascending
- 4) 1) and 3)

9. Cell is the intersection of _____

- 1) Left and Right
- 2) Four lines
- 3) **Column and Row**
- 4) None of the above

10. Which of these toolbars allow changing of font and their size?

- 1) Standard
- 2) **Formatting**
- 3) Status
- 4) Drawing

11. What is the file extension of word 2003?

- 1) **doc**
- 2) docx
- 3) pdf
- 4) xls

12. Merge cell joins the:

- 1) Columns
- 2) **Rows**
- 3) Only rows
- 4) **Both 1) and 2)**

13. Object are inserted from _____


- 1) Add-ins menu
- 2) **Insert menu**
- 3) mailings menu
- 4) Drawing toolbar

14. The character and paragraph settings are manipulated from _____

- 1) **Format menu**
- 2) View menu
- 3) Standard toolbar
- 4) Edit menu

15. Existing files can be retrieved from edit menu

- 1) View menu
- 2) Edit menu
- 3) **File menu**
- 4) Format menu

16. Name this 

- 1) Delete sheet rows
- 2) Delete sheet
- 3) Delete sheet Columns
- 4) **All of the above**

17. Font size are measured in _____


- 1) Picas
- 2) **Points**
- 3) Character
- 4) Bytes

18. Footer appears at the bottom of _____page(s) once inserted.

- 1) First but the rest
- 2) **All the rest but first**
- 3) First
- 4) **All of the above**

19. _____shows margin and tab settings

- 1) View menu
- 2) **Ruler**
- 3) Format
- 4) Page Layout Menu

20. Name this 

- 1) **Search and select**
- 2) Find and Select
- 3) Replace
- 4) None of the above

21. Status bar is a bar at the _____of the screen.


- 1) Top
- 2) Centre
- 3) **Bottom**
- 4) Below menu bar

22. Page orientation is of _____types.

- 1) No limit
- 2) **One**
- 3) Four
- 4) **Two**

23. Which of these keys allow changing of indentation?

- 1) Ctrl+N
- 2) Ctrl+I
- 3) **Ctrl+M**
- 4) Ctrl+P

24. Name this sign 

- 1) Change font size
- 2) **Word art**
- 3) Change style
- 4) Sort

25. In _____, a master document is the one which contains the recipients of the letter with place holders for the variable information.


- 1) **Mail merge**
- 2) Reference
- 3) Add-Ins
- 4) 2) and 3)

26. The valid minimum and maximum zoom size in MS Office is

- 1) **10 and 500**
- 2) 10 and 200
- 3) 50 and 800
- 4) 20 and 500

27. Name this sign 

- 1) Shape
- 2) **Pie Chart**
- 3) Bar chart
- 4) Object

28. What is this sign 

- 1) Eraser character
- 2) **Clear character**
- 3) Erase Formatting
- 4) **Clear Formatting**

29. A _____is a visual representation of numeric data


- 1) Shapes
- 2) Text box
- 3) **Chart**
- 4) Table

30. MS Office was developed by

- 1) IBM
- 2) **Microsoft**
- 3) Dell
- 4) Dell

31. The sum () function has

- 1) One argument
- 2) **Two arguments**
- 3) Three argument
- 4) **More than one arguments**

32. Name this sign 

- 1) Make paragraph
- 2) **Show paragraph marks and other hidden formatting symbol**
- 3) Show Drop cap and other formatting symbols
- 4) 1) and 3)

33. Formulae must be preceded by _____sign in excel

- 1) +
- 2) **=**
- 3) -
- d) ∞



34. Address of cell where row No. 2 and column No. G meets is



- 1) 2G
- 2) **G2**
- 3) 2G
- 4) 1) and 3)

35. Print what: combo box is present in _____ print dialog box
 a) MS Word c) **MS Power Point**
 b) MS Excel d) All of these
36. A4 size paper dimension is
 a) 8.5"X14" c) 8.5"X13"
 b) **8.27"X11.69"** d) 8.26"X11.69"
37. There are Number of default measurement units in MS Word
 a) 3 b) 4 c) **5** d) 6
38. Slide Timing can be set for
 a) Each Slide c) Only one slide
 b) Slide with Special effects d) **All Slides Collectively**
39. „Absolute referencing“ is:
 a) E\$1 c) \$E1
 b) **\$E\$1** d) Both (a) and (c)
40. In MS Excel F2 function key is use to
 a) **Edit cell value** c) View Cell
 b) Format text d) None of the above

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Diploma Course Examination, December 2018
Semester-I, Diploma in Computer Application
Subject : Office Automation Software (DCA-103)

A. Choose the correct answer (1X40=40)

1. In MS Excel, when enter key is press, the cursor moves
 a) Upward c) Previous cell
 b) next cell d) **Downward**
2. MS Excel 2007 file extension is
 a) XLX c) **XLS**
 b) XLXS d) XLSX
3. A ghosted text behind the content of the page is called
 a) Washout c) Waterout
 b) washmark d) **watermark**
4. Sound can be added to a presentation to make it more
 a) **Effective** c) Beautiful
 b) Attractive d) All of the above
5.  represent
 a) Highlight c) New frame
 b) Tool tip d) **New slide**
6. Given : cell A1=1; then, IF(A1<10,“1 digit”,“2 or more digits”),
 What is the output?
 a) **1 digit** c) No output
 b) 2 or more digits d) Both (a) and (b)
7.  represent
 a) Line Chart c) Shape
 b) **Center tab** d) Symbol
8. MS Excel chart sheet is also use in
 a) MS Word c) Only in MS Word
 b) MS Power Point d) **Both (a) and (b)**
9. Open shortcut key is
 a) **Ctrl+O** c) Shift+O
 b) Alt+O d) Both (a) and (b)
10. Given : cell A1 to A10 values. Then, formula to find average is
 a) =AVG(A1:A10) c) =AVG(A1-A10)
 b) **=AVERAGE(A1:A10)** d) =AVERAGE(A1-A10)

11. Shortcut key for Spelling and Grammar is
a) F5 c) **F7**
b) F6 d) F8
12. Shortcut key to decrease indentation in MS word is
a) Ctrl+Shift+N c) Ctrl+Shift+D
b) **Ctrl+Shift+M** d) Ctrl+Shift+E
13. Autocorrect is in the
a) **Tool Menu** c) View Menu
b) Review Menu d) Insert Menu
14. Row in Excel is also known as
a) Vertical bar c) both (a) & (b)
b) **Horizontal bar** d) Neither (a) nor (b)
15. To change all the occurrences of a particular word which option is used?
a) Ignore all c) Change
b) **Replace all** d) Change all
16. A1 to A10 contains an array of marks Obtained by DCA students June 2018 Exam. Find the higher mark Obtain?
a) =HIGH(A1:A10) c) =HIGH(A1-A10)
b) =MAX(A1:A10) d) =MAX(A1-A10)
17. In MS Word, Typing “=rand (4,2)” gives.....
a) 4 paragraphs and 2 columns of text
b) **4 paragraphs and 2 sentences of text**
c) 4 columns and 2 paragraphs of text
d) 6 sentences and 2 paragraphs of text
18. To select all, which key is used?
a) **Ctrl+A** c) Shift+A
b) Ctrl+Alt+A d) Ctrl+Shift+A
19. Graphs can only be used in all the three offices
a) True c) In Word & Excel only
b) **False** d) **In Excel & PowerPoint only**
20. Power Point includes different types of standard slide-layout.
a) 9 c) 17
b) **24** d) 64
21. Collection of worksheets is called
a) Books c) Sheet
b) **Workbook** d) Spreadsheet
22. Replace command's shortcut key is
a) **Ctrl+H** c) Ctrl+R
b) Ctrl+G d) Shift+R
23.  represent
a) Bar chart c) Line chart
b) **Column Chart** d) Line chart
24. Spreadsheet is also known as
a) MS Word c) MS Power Point
b) **MS Excel** d) All of the above
25. Chart sheet can be share by
a) Different charts c) Column chart
b) **Bar chart only** d) **Cannot be share**
26.  represent
a) Precision c) Bubble chart
b) **hundreds** d) **None of the above**
27. is a miniature view of slides
a) Presenter view c) **Slide sorter**
b) Notes page view d) Outline view
28. _____ has icons for the most frequently used commands
a) Menu bar c) **Standard tool bar**
b) Formatting Tool Bar d) Drawing tool bar
29. Combination of rows and columns yield
a) Cell value c) graph
b) **table** d) none of these
30. Animation is also known as in PowerPoint
a) **Transition** c) Editing
b) Special Effects d) Formatting
31. Pictures can be group with shapes
a) **True** c) On condition of shapes
b) False d) Both (a) & (c)
32. By default all references in MS Excel are reference
a) Selection c) **Relative**
b) Referential d) None of the above
33. **Aa** represent
a) Dropcap c) **Change Case**
b) Change Style d) None of the above
34. Slide is nothing but a presentation _____
a) **View** c) effect
b) Animation d) Page

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Certificate Course Examination, January, 2014
Certificate in Computer Application
Subject: Office Automation Software (CCA103)

D. TRUE OR FALSE

(10x1=10)

(Write 'T' against the right ones and 'F' against the wrong ones)

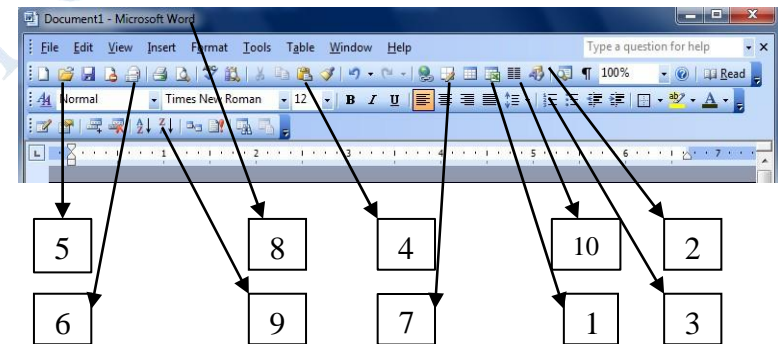
1. The default location of drawing toolbar is at the top of a document. **F**
2. Status bar shows the page number on which you are working at. **T**
3. To undo the last action, Ctrl+Z is use. **T**
4. Pie chart has no grid lines. **F**
5. Pictures cannot be inserted in presentation slides. **F**
6. Power point presentation is use for accounting. **F**
7. Excel and power point presentation have no status bar. **F**
8. MS office zoom range is 10 to 500. **T**
9. Picture can be imported from scanner in MS power point. **T**
10. Ctrl+M in power point open new slide. **T**

Full Mark : 40

Time : 1 hours

A. Identify the following tools from the diagram given below by giving the number in the box provided. (10x1=10)

- | | |
|---------------------------|---------------------|
| 1. Insert excel worksheet | 6. E-mail |
| 2. Drawing | 7. Table & border |
| 3. Numbering | 8. Title bar |
| 4. Paste | 9. Short descending |
| 5. Open | 10. Columns |



B. MULTIPLE CHOICE QUESTIONS (10x1=10)

(Choose the right answer and tick () from the following)

1. Combination of rows and columns form:
a. Table
b. Graph
c. Autoshape
d. none

Ans : Table

2. Which key change the text cases?
a. F5
b. Shift+F3
c. Ctrl+F2
d. Ctrl+F6

Ans : Shift+F3

Ans : more than one

Ans : All of the above

Ans : Ctrl+M

Ans : =

Ans : multiple letter

Ans : B7

Ans : page orientation

Ans : Tools Menu

C. FILL IN THE BLANKS (10x1=10)

(Choose appropriate correct word from the given words)

- File extension of MS word is (**doc/txt**)
- Is the key to increase font size point by point (**Ctrl+}**/Ctrl+P)
- Pictorial representation of numeric data is called (**Graph/** Template)
- Vertical page orientation is called (Landscape/**portrait**)
- Combining of two or more rows or columns is(cropping/**merging**)
- Picture can be inserted from clip art as well as from (**file**/folder)
- Short cut key for align justify is (Shift+F/**Ctrl+J**)
- To show the slide presentation is use. (F3/**F5**)
- Symbols and special characters can retrieve from menu (Tools/**Insert**)
- Multiple drawing objects are to form one object (Merge/ **Group**)

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Certificate Course Examination, June, 2014
Certificate in Computer Application
Subject : Office Automation Software (CCA103)

**D. Write T and F against the right ones and wrong ones respectively :
 (10X1=10)**

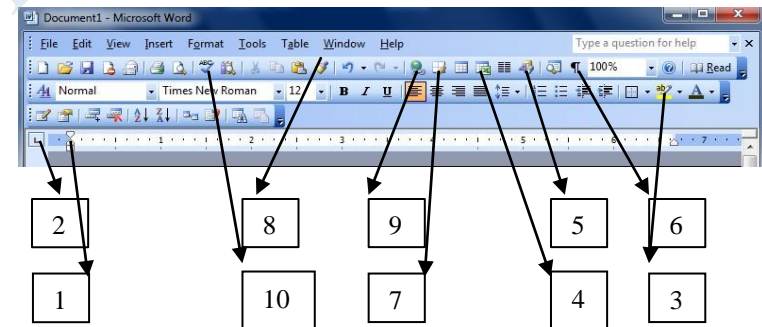
1. Ctrl+N open new document/slide/sheet. **T**
2. Ctrl+V copy item to clipboard. **F**
3. F10 activate menu bar. **T**
4. Save as box points to the location where you save the document/sheet. **T**
5. Formula must be preceded by + sign in spreadsheet. **F**
6. Picture other than a graph cannot be inserted in spreadsheet. **F**
7. A readymade sample slide is called template. **T**
8. Slide show can be done using mouse only. **F**
9. Summing of numbers from more than one sheet is not allow in MS Excel. **F**
10. Formula cannot be used in MS Word. **F**

Full Mark : 40

Time : 1 hour

A. Identify the following tools from the diagram given below by giving the number in the box provided. (10X1=10)

- | | |
|-------------------------|--------------------------|
| 1. Indentation | 6. paragraph |
| 2. Left tab | 7. table and border |
| 3. Text highlight color | 8. format painter |
| 4. excel work sheet | 9. hyperlink |
| 5. drawing | 10. spelling and grammar |



B. Tick () the correct answer : (1X10=10)

1. Which of the following keys change the font size?
 a) F5 ☐ c) CTRL+} ☐
 b) SHIFT+M ☐ d) CTRL+U ☐

Ans : CTRL+}

2. To replace cell in MS Excel, we use
 a) CTRL+H ☐ c) CTRL+F ☐
 b) CTRL+I ☐ d) CTRL+U ☐

Ans : CTRL+H

3. Underlined letters in the menu bar is activated by:

- a) Shift key ☐ c) Alt key ☐
b) F10 ☐ d) B and C ☐

Ans : B and C

4. Conditional formatting is found in the menu:

- a) Tools ☐ c) Insert ☐
b) Format ☐ d) view ☐

Ans : Format

5. Page orientation is of

- a) 2 types ☐ c) 4 types ☐
b) One type ☐ d) No limit ☐

Ans : 2 types

6. To slide show which key is pressed?

- a) F2 ☐ c) F10 ☐
b) F5 ☐ d) F3 ☐

Ans : F5

7. MS Word 2003 file extension is:

- a) xls ☐ c) docx ☐
b) pds ☐ d) doc ☐

Ans : doc

8. Merge cell joins the

- a) Rows ☐ c) Both a & b ☐
b) Columns ☐ d) None of the above ☐

Ans : Both a&b

9. Graphs can be drawn from:

- a) Excel only ☐ c) Power point only ☐
b) Word only ☐ d) All of the above ☐

Ans : All of the above

10. The valid minimum and maximum size in MS Office is:

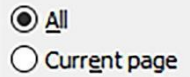





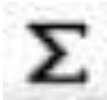

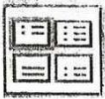

- a) 10,500 ☐ c) 20,500 ☐
b) 10,300 ☐ d) 50,800 ☐

Ans : 10,500

C. Fill in the blanks by choosing the correct answer from the given words : (10X1=10)

- Intersection of row and column of a particular place is called _____(cell/box)
- Clipboards store data _____(permanently/**temporarily**)
- Pictures can be deform/resize by _____tool
(**cropping**/merging)
- To save your work, press _____(**ctrl+S**/shift+S)
- To reduce indentation you press _____
(ctrl+shift+M/**ctrl+M**)
- If a = 5; b = 6, Then =if (a)b;a," ") wi;; print _____
(a/**blank**)
- Horizontal page orientation is called _____
(portrait/**landscape**)
- Pie chart is one of many pictorial representation of _____
(**numeric data**/presentation slide)
- Font size are measures in _____(picas/**points**)
- Powerpoint presentation have file extention _____
(**ppt**/pts)

D. DIAGRAM MATCHING**(10X1=10)**

1.  - Clipart (6)
2.  - Pie chart (8)
3.  - WordArt (10)
4.  - Slide Shorter (9)
5.  - AutoSum (7)
6.  - Radio Button (1)
7.  - Combo box (5)
8.  - Change Font Style (2)
9.  - Format Painter (4)
10.  - Print Preview (3)

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION**Certificate Course Examination, June, 2015****Certificate in Computer Application****Subject: Office Automation Software (CCA103)****Full Mark : 40****Time : 1 hours****A. Fill in the blanks****(10x1=10)**

1. Conditional formatting can be pull down from
a. Tool menu b. Format menu
Ans : Format Menu
2. To change the file name and or location of the file of saved filed after editing we use
a. Save b. Save as
Ans : Save as
3. Cursor position is the
a. Type head b. Mouse pointer
Ans : Type head
4. Show margin and tab setting
a. Ruler b. Format
Ans : Ruler
5. Record can be sorted using ways
a. 2 b. 3
Ans : 2
6. page number can be placed in the in MS Word 2003
a. Footer only b. Header and Footer
Ans : header and Footer
7. Alignment can also be made using
a. tab position tool b. indentation
Ans : Indentation
8. =IF(A1>B1,"A is greater than B","") give as output
a. A is greater than B b. print nothing
Ans : print nothing
9. Moving sheet from and to other sheet is done using key
a. Shift c. Alt
Ans : Alt

8. The default extension of word 2003 file is
- | | |
|---------|---------|
| a. docx | c. docs |
| b. doc | d. dox |
- Ans : doc**

9. To select multiple lines vertically in MS word what key combination with mouse is use

a. Alt c. Ctrl
b. Shift d. F3

Ans : Ctrl

10. What key combination increases the indentation?
a. Ctrl+F3 c. Ctrl+D
b. Ctrl+M d. Ctrl+K
- Ans : Ctrl+M**

- D. TRUE OR FALSE (10x1=10)**

1. Powerpoint presentation is not equipped with Autosum command. **T**
2. Shift+F5 slide show the presentation. **T**
3. Powerpoint presentation uses different Clipart which the word and Excel does not have. **F**
4. Format painter can be used in MS Excel also. **T**
5. Ms Word is more powerful in table making and for calculation than that of MS Excel. **F**
6. Summation of values from multiple sheet is not possible in MS Excel. **F**
7. To make a table in MS Powerpoint Presentation Row is more important than that of column. **F**
8. Shift+F3 (Change case) do not function in MS Excel. **T**
9. To draw a chart in MS Powerpoint Presentation MS Excel worksheet is link. **T**
10. Page orientation is of two types. **T**

5. The row number of cell G3 is
- a. 1 c. 2
b. 3 d. 4
- Ans : 3**

6. In which pull down menu 'Close' command is present?
- a. File c. Edit
b. Exit d. Window
- Ans : File**

7. In MS Office, enter key is used to go to
- | | |
|------------------------|---------------------|
| a. New line | c. Confirm Confirm |
| b. Start new paragraph | d. all of the above |
- Ans : start new paragraph**

D. DIAGRAM MATCHING**(10X1=10)**

1. Change Font Style (B)

A.



2. Slide shorter (A)

B.



3. Function (G)

C.



4. Format Painter (F)

D.



5. Indentation (H)

E.



6. New slide (I)

F.



7. Chart (J)

G.



8. Redo (E)

H.



9. Decrease and Increase Precision (D)

I.



10. Print Preview (C)

J.

**MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION****Certificate Course Examination, June, 2016****Certificate in Computer Application****Subject: Office Automation Software (CCA103)****Full Mark : 40****Time : 1 hours****A. Choose the correct****(20x1=20)**

1. Sound can be add to a presentation to make it more _____

- a. Effective
- b. Attractive
- c. Beautiful
- d. User Friendly

Ans : effective

2. Given: cell A1=10; then IF(A1<10,"1 digit","2 or more digits"), what is the output?

- a. 1 digit
- b. 2 or more digit
- c. No Output
- d. Both a & b

Ans : 2 or more digit

3. Given cell A1=10; b1=5. Then, FX=B1/A1*100 give the

- a. Max value
- b. Min value
- c. Percentage
- d. Average value

Ans : Percentage

4. Shortcut key for spell and grammar is

- a. F5
- b. F6
- c. F7
- d. F8

Ans : F7

5. Shortcut key to increase indentation in MS Word is

- a. Ctrl+M
- b. Ctrl+N
- c. Ctrl+D
- d. Ctrl+E

Ans : Ctrl+M

6. A1 to J1 contains mark obtained by CCA student June 2016 Exam. What is the average mark obtained?

- a. Fx=average(A1 to J1)
- b. Fx=average(A1,J1)
- c. Fx=Average(A1;J1)
- d. Fx=Average(A1:J1)

Ans : Fx=Average(A1:J1)

7. In Ms Word, = rand(6,2) gives:

- a. 6 paragraphs and 2 columns of text
- b. 6 paragraphs and 2 sentences of text
- c. 6 columns and 2 paragraphs of text

- d. 6 sentences and 2 paragraphs of text
Ans : 6 paragraphs and 2 sentences of text
8. To select all, which key is used?
 a. Ctrl+A c. Shift+A
 b. Ctrl+Alt+A d. Ctrl+Shift+A
Ans : Ctrl+A
9. Replace command shortcut key is
 a. Ctrl+H c. Ctrl+R
 b. Ctrl+G d. Shift+R
Ans : Ctrl+H
10. Spreadsheet is also known as
 a. MS Word c. Ms PowerPoint
 b. Ms Excel d. All of these
Ans : Ms Excel
11. _____ has icons for the most frequently used command
 a. Menu bar c. Standard toolbar
 b. Formatting toolbar d. Drawing tool bar
Ans : Standard toolbar
12. Combination of rows and columns form
 a. Cell value c. Graph
 b. Table d. None of the above
Ans : Table
13. Animation is also known as
 a. Transition c. Editing
 b. Special Effect d. Formatting
Ans : Transition
14. Slide is nothing, but a presentation _____
 a. view c. effect
 b. animation d. page
Ans : view
15. Print what: combo box is present in _____ print dialog box
 a. MS Word c. Ms PowerPoint
 b. Ms Excel d. All of the above
Ans : All of the above
16. Slide timing can be set for
 a. Each slide c. only one slide
 b. Slide with special effects d. All slide collectively
Ans : All slide collectively

17. Which one of this is an example of 'Absolute referencing'
 a. E\$1 c. \$E1
 b. \$E\$1 d. Both a & c
Ans : Both a&c
18. In Ms Excel F2 function key is used to
 a. Edit cell value c. View cell
 b. Format text d. None of the above
Ans : Edit cell value
19. MS Excel chart sheet is also used in
 a. Ms Word c. Only in MS Word
 b. MS powerpoint d. Both a & b
Ans : Both a & b
20. Print shortcut key is
 a. Ctrl+P c. Shift+P
 b. Alt+P d. Both a&b
Ans : Ctrl+P

B. TRUE OR FALSE

(10x1=10)

- Autocorrect is in the Tool Menu. **T**
- Row is also known as vertical bar. **F**
- Replace all option change all the occurrence of a particular word. **T**
- Graph can only be used in MS Excel. **F**
- PowerPoint offer 25 different types of Auto Layout. **F**
- Collection of worksheet is called workbook. **T**
- You can change a chart type to any other type and embed that into your workbook. **T**
- Slide shorter is a miniature view of slide. **T**
- Clipart pictures can be group but ungrouping. **F**
- MS Excel use relative reference. **T**



38. represent

- 1) Zoom 2) Magnifier 3) **Print Preview** 4) Search

39. When you want to copy formatting from one item to another we use:

- 1) Paint brush 3) **Format Painter**
2) Brush eraser 4) Brush filter



40. represents

- 1) **Combo box** 3) Check box
2) List box 4) Drop down box

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION

Diploma Course Examination, June, 2017


Diploma in Computer Application Semester I

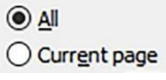

Subject : Office Automation Software (DCA-103)

Full Mark : 40

Time : 1 hour

A. Choose the correct answer (1X40=40)

- is a picture or graphic that can be inserted into a word processed document.
 - 1) Insert picture
 - 2) **Clipart**
 - 3) Slide Templates
 - 4) None of the above
- A series of numbers can easily be added up using
 - 1) Sigma
 - 2) Formulation
 - 3) **Autosum**
 - 4) Equation
- Circular representation of graph in MS Office is called
 - 1) Set timer
 - 2) Bar graph
 - 3) **Pie Chart**
 - 4) Pie graph
-  represent
 - 1) **Slide sorter**
 - 2) Slide preview
 - 3) Slide selector
 - 4) Documentation
- The decorative text that you can add to a document
 - 1) ClipArt
 - 2) **WordArt**
 - 3) DropCap
 - 4) SmartArt
- Summation of values possible in MS Excel from
 - 1) Different cell value
 - 2) Values from row
 - 3) Values from column
 - 4) **All of the above**
- To make a table in MS PowerPoint Presentation
 - 1) Row is more important than column
 - 2) Column is more important than row
 - 3) **Row and Column have equal importance**
 - 4) Power point Presentation do not support Table
- Shift+F3 (Change case) do not function in
 - 1) **MS Excel**
 - 2) PowerPoint Presentation
 - 3) MS Word
 - 4) None of the above
- To draw a chart in MS PowerPoint Presentation
 - 1) **MS Excel worksheet is link**
 - 2) Table from word is link
 - 3) It has its own chart
 - 4) Both 1) and 2) is possible
- Unlike Word and Excel PowerPoint presentation has
 - 1) One Orientation
 - 2) Three orientation
 - 3) No paper orientation
 - 4) **None of the above**

11. In which pull down menu „Close“ command is present
1) **File** 2) Edit 3) Exit 4) Window
12. In MS Office, enter key is used to go to
1) New line 2) Confirm confirmed 3) **Start new paragraph** 4) All of the above
13. The default extension of word 2003 file as
1) docx 2) docs 3) **doc** 4) dox
14. To select multiple line vertically in MS Word what key combination with mouse is use?
1) Alt 2) **Ctrl** 3) Shift 4) F3
15. What key combination increases the indentation?
1) Ctrl+F3 2) Ctrl+D 3) **Ctrl+M** 4) Ctrl+K
16. Page number can be place in the in MS Word 2003.
1) Footer 2) Header 3) Header and Footer 4) **All of the above**
17. Alignment can also be made using
1) Tab position tools 2) Indentation 3) Alignment tools 4) **All of the above**
18. =IF(A1<B1,“A1 is greater than B1”.””) give as output. (Given that Cell A1=5 and B1=7)
1) A is greater than B 2) B is greater than A 3) A and B are equal 4) **Print nothing**
19. Moving sheet to another sheet location is done using key.
1) Shift+Mouse drag 2) **Alt+Mouse drag** 3) Ctrl+Mouse drag 4) Ctrl+Shift+Mouse drag
20. Underlined letter in the menu bar is activated by key.
1) F10 2) Alt 3) **Both 1) and 2)** 4) 1) only
21. Conditional formatting can be pull down from
1) Tools menu 2) **Format menu** 3) View menu 4) edit menu
22. To change the file name and or location of the file of saved file after editing we use
1) Save 2) **Save as** 3) Both 1) and 2) 4) None of the above
23. Cursor position is the
1) **Type head** 2) Mouse pointer 3) Print head 4) Tab position
24. Shows margins and tab setting
1) **Ruler** 2) Format 3) Status bar 4) Tab position
25. Records can be sorted using ways.
1) 1 2) **2** 3) 3 4) 4
26. Microsoft word is
1) Calculating machine 2) Image Processor 3) **Word Processor** 4) Presentation Program
27. Microsoft Power Point is
1) Calculating Machine 2) Image Processor 3) Word Processor 4) **Presentation Program**
28. To select text in MS Word, we use
1) Ctrl+V 2) **Ctrl+A** 3) Ctrl+S 4) Ctrl+P
29. To replace cell in MS Excel, we use
1) **Ctrl+H** 2) Ctrl+I 3) Ctrl+F 4) Ctrl+Q
30. The row number of cell G3 is
1) 1 2) 2 3) **3** 4) 4
31. PowerPoint presentation is equipped with command
1) AutoSum 2) Shape 3) WordArt 4) All of the above
32. To slide show the presentation, which key is use?
1) F3 2) F4 3) **F5** 4) F11
33. PowerPoint presentation uses ClipArt,
1) Which are different from other Office application
2) Which are different from word and Excel
3) **Which are same with that of other Office application**
4) It has different clipart library
34. Mail merge recipients is limited to
1) 30 2) 40 3) 50 4) **None of the above**
35. For tabulation and for calculation
1) **MS Excel is more useful than MS Word**
2) MS Word is more useful than MS Excel
3) MS Word is better for Calculation but tabulation
4) None of the above
36.  represent
1) **Option buttons** 2) Command buttons 3) Check Boxes 4) List boxes
37.  represent
1) WordArt Style 2) Font Style 3) **Character Style** 4) ClipArt Style

34. If mark obtained is 85 or above it is graded "outstanding" else it is graded pass. What is the output of the IF statement? =IF(G6>85,"outstanding","Passed"). Given: student X's mark Obtained is 72

- a) Outstanding
- b) First division
- c) **Passed**
- d) Second division

35. _____allows you to organize the order and status of the slides in your presentation

- a) Slide view
- b) Outline view
- c) **Slide short view**
- d) All of the above

36. Animation are_____that are applied to the elements on a slide

- a) **Transitions**
- b) Effects
- c) Slide timing
- d) All of the above

37.  represent

- a) Undo
- b) Link back
- c) **Reset**
- d) layout

38.  represent

- a) **Slide orientation**
- b) Slide Transition
- c) Slide animation
- d) None of the above

39. PowerPoint offers_____different types of slide layout called auto layout

- a) 22
- b) 23
- c) **24**
- d) None of the above

40. Which of the follow is a popular presentation graphics software

- a) PowerPoint
- b) Harvard Graphic
- c) Corel Draw
- d) **All of the above**

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Certificate Course Examination, June, 2018
Diploma in Computer Application, Semester-I
Subject : Office Automation Software (DCA-103)




Full Mark : 40

Time : 1 hour

A. Choose the correct answer

(1X40=40)

1. The drawing toolbar helps in drawing objects in a
 - a) **Word Document**
 - b) Excel spreadsheet
 - c) Power Point Presentation
 - d) All of the above
2. The status bar displays the
 - a) Current page number
 - b) **Total number of page**
 - c) Live and column number
 - d) **All of the above**
3. The most frequently used commands/tools are displays in
 - a) Menu bar
 - b) **Standard Toolbar**
 - c) Formatting toolbar
 - d) Status bar
4. The header and footer tools is activated via the_____
 - a) Format menu
 - b) Edit menu
 - c) **View menu**
 - d) File menu
5. Common typing/ spelling mistakes in word can be corrected using suggestions _____
 - a) Spell checking
 - b) Find and replace
 - c) **Auto correct**
 - d) All of the above
6. The tables and borders toolbar has number of components they are
 - a) Border size button, line size box, shading button
 - b) **Border style button, line style box, shading box**
 - c) Border style box, line size button, shading style
 - d) Both B and C
7. _____lets you copy a format applied in one section of a document to other portion of the document.
 - a) Font style
 - b) **Text Formatting**
 - c) Exit menu
 - d) **Format painter**
8. Cells in a table can be merge using_____button
 - a) Split cells
 - b) **Merge cells**
 - c) Auto format
 - d) None of the above
9. Mail merge includes merging of_____separate documents
 - a) **2**
 - b) 3
 - c) 4
 - d) 5








10. Text excel spread sheet is _____ by default
 a) **Left aligned** c) Right aligned
 b) Centre aligned d) No default alignment
11. In excel sheet addition/ summation is done using _____ expression
 a) =A1+A2+A3+A4 c) +A1+A2+A3+A4
 b) **=Sum(A1:A4)** d) All of the above
12. To edit cell value, _____ is the key that similarly functions as the mouse double click
 a) **F2** c) F4
 b) F3 d) F5
13. Average is calculated using _____
 a) =Average(C6;G6) c) =Average(C6,D6,E6,F6,G6)
 b) **=Average(C6:G6)** d) Both A and C
14. When the selection is one with multiple rows/columns it is called
 a) **Data series** c) Several Series
 b) Multiple Series d) None of the above
15. _____ are limited to one data series
 a) Column chart c) Live chart
 b) **Pie chart** d) Both A and C
16. Background of the presentation can be change from _____
 a) Slide layout c) Edit slide
 b) **Apply design** d) **Design menu**
17.  represent
 a) Group c) Shapes
 b) **Arrange** d) None of the above
18.  Represent (in PowerPoint)
 a) Fill Colour c) Fill style
 b) **Paint Colour** d) **Background Style**
19.  represent
 a) **Custom slide show** c) Hide slide
 b) Set up slide show d) None of the above
20. The PowerPoint start up dialog box have which of the following options
 a) Auto-content wizard c) Blank presentation
 b) **Template** d) **All of the above**
21. Word has _____ predefined bullet types
 a) 4 c) **6**
 b) 5 d) 8
22. Which order is ideal for Power Point Presentation design
 a) The presentation, audience, content, decoration
 b) The Presentation, the content, the audience, decoration
 c) The content, the Presentation, the Audience, decoration
 d) **The audience, the Presentation, the content, decoration**
23. _____ refers to the setting the page size, page orientation and page margin.
 a) **Page setting** c) Page layout
 b) Page setup d) none of the above
24. The _____ dialog box displays the number of pages, characters, paragraphs and lines included in the word document
 a) Status bar c) **Word count option**
 b) Auto correct d) None of the above
25. The shortcut key to display find and replace option is
 a) Ctrl+F c) Ctrl+G
 b) **Ctrl+H** d) Ctrl+R
26. File extension/ secondary file name of Powerpoint is
 a) .pptx b) **.ppt** c) .ptt d) .xppt
27. _____ refers to the formats that effect the appearance of the individual characters
 a) **Text style** c) Character style
 b) Font style d) None of the above
28. Text alignment in word document is of _____ types
 a) 2 b) 3 c) **4** d) 5
29. Excel comprises a total of _____ columns and rows
 a) **256; 65,536** c) 512; 65,536
 b) 255; 65,535 d) 512; 65,535
30. The cell on which you click is the _____
 a) Current cell c) Existing cell
 b) **Active cell** d) Both A and B
31. A collection of worksheets is called _____
 a) Spreadsheets c) **Workbook**
 b) Sheets d) Work sheets
32. Reference that change automatically when you copy them to a new cell are called _____
 a) Absolute reference c) **Relative reference**
 b) Mixed reference d) None of the above
33. From the list of value C6 to C14 largest number is formed using
 a) =Min(C6:C14) c) =LARGE(C5:C14)
 b) **MAX(C6:C14)** d) All of the above

34. The extension for PowerPoint presentation 2007 is
 a) .ptxs c) .ppt
 b) **.pptx** d) .pts
35. Data stored in the Clipboard is _____
 a) Permanent c) **Temporary**
 b) Report d) Record
36. Combination of rows and columns is called
 a) Table c) Spreadsheet
 b) **Worksheet** d) Merged cells
37. Which of these key allow changing of indentation?
 a) Ctrl+Shift+M c) Ctrl+M
 b) **Ctrl+I** d) **Both (a) and (c)**
38. Status bar is a bar at the _____ screen
 a) Below menu bar c) Top
 b) **Bottom** d) Centre
39. To insert new slide; which of the following key is used?
 a) **Ctrl+M** c) Ctrl+O
 b) Ctrl+N d) Ctrl+F3
40. Which of this tool allows changing of font and their sizes?
 a) Paragraph c) Status bar
 b) **Font** d) Style

MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
Diploma Course Examination, June 2019
Semester-I, Diploma in Computer Application
Subject : Office Automation Software (DCA-103)

A. Choose the correct answer (1X40=40)

1. Which of the following key changes the font size?
 a) F4 c) Shift+3
 b) **Ctrl+}** d) Ctrl+F
2. Which one of the following keys activates the menu?
 a) **Alt key** c) F12 key
 b) Ctrl key d) Shift key
3. There are types or page-orientation
 a) No limit c) One
 b) **two** d) Four
4. What is the file extension of word 2007?
 a) .docs c) **.docx**
 b) .doc d) .docx
5. Merge cell command can joins the:
 a) Columns c) Only rows
 b) **Rows** d) **Both (a) & (b)**
6. The valid minimum and maximum zoom size in MS Office is
 a) 20 to 500 c) 10 to 200
 b) **10 to 500** d) 50 to 800
7. Cell in a workbook refers to the intersection of _____
 a) Complete row c) **Column and row**
 b) Worksheet d) Complete column
8. F12 is used to open _____ dialogue box
 a) Save c) Open
 b) **Save as** d) Grammar
9. Redo shortcut key is _____
 a) Ctrl+Shift+R c) Ctrl+R
 b) **Ctrl+Shift+Y** d) **Ctrl+Y**
10. Horizontal page orientation is also called _____
 a) **Landscape** c) Portrait
 b) Layout d) Gutter
11. Font sizes are measured in _____
 a) bytes c) Picas
 b) **Bits** d) **Points**

12. Tab positions are arranged in the
 a) Reference menu c) **Ruler**
 b) Insert menu d) margin
13. To repeat 3 rows at top, in excel worksheet, which one of these is the command?
 a) &1:&3 c) \$1\$:\$3\$
 b) **\$1:\$3** d) #1:#3
14. To keep a portion of the sheet visible while the rest of the sheet scrolls is
 a) **Freeze** c) Split
 b) View side by side d) Custom View
15. In cell C5 you want to display the current date and time, what is the formula?
 a) ="NOW"() c) =NOW()
 b) ="NOW"[] d) =NOW[]
16. Existing presentation can be retrieved using
 a) **Ctrl+O** c) Ctrl+F
 b) Ctrl+R d) Ctrl+P
17. A is a visual representation of numeric data
 a) Sheet c) Graph
 b) **Chart** d) table
18. Microsoft developed MS Office in the year
 a) 1st Oct. 1988 c) **1st Aug 1988**
 b) 1st July 1988 d) 1st Sept 1988
19. How many argument is needed in the =SUM() function?
 a) Four c) Two
 b) Three d) **Depends on size**
20. is called Ghost text behind the content of the page
 a) **Watermark** c) text wrapping
 b) Drop Cap d) All of the above
21. A device or piece of software that can be added to an application software/ computer to give extra features or functions is done using menu
 a) references c) Insert
 b) **Add-Ins** d) Mailing
22. is used to create multiple documents at once
 a) Email c) **Mail merge**
 b) Envelopes d) Database
23. =rand (2,4)←command automatically displays a set of
 a) 2 sentences and 4 paragraphs c) 2 columns and 4 rows
 b) 2 rows and 4 columns d) **2 Paragraphs and 4 sentences**
24. The process of adjusting the spacing between characters in a proportional font is also called
 a) Karning c) **Kerning**
 b) Trimming d) Pruning
25. Start slide show from the beginning
 a)  c) 
 b)  d) These are not of presentation icons
26.  represent
 a) Table templates c) Format as table
 b) Table formatting d) **Conditional formatting**
27. Identify this column chart 
 a) Clustered c) **Stacked**
 b) 100% stacked d) None of the above
28. Identify this art 
 a) Clip Art c) WordArt
 b) **Smart Art** d) It is not of Art
29.  represents :
 a) Insert formula c) Insert Equation
 b) **Insert Function** d) All of the above
30. Data source is by default saved in
 a) Document c) **Program Files**
 b) System 32 d) Windows
31. is used to end slide show
 a) **Esc** c) F2
 b) Enter d) F5
32. Header and Footer appears in which menu _____
 a) **Insert** c) Review
 b) View d) Home
33. Which formula joins several text strings into one text string
 a) **Concatenate** c) Bahhtext
 b) Joint d) Char