

OFFICE AUTOMATION SOFTWARE (DCA-103)
NOVEMBER 2021 QUESTION (ONLINE THEORY EXAM)
EXAM CONDUCTED BY MIZORAM STATE COUNCIL FOR TECHNICAL EDUCATION
(Prepared by Jojo Computer Institute)

1. Once you reach the end of the 'right margin', the insertion point moves to the next line, this feature is known as:

- a) Text Wrapping
- b) **Word wrapping**
- c) Auto Wrapping
- d) None of these

2. A format that affects the appearance of an individual character is called

- a) Text Style
- b) Font Style
- c) **Formatting**
- d) Indentation

3. Word 2007 haspredefined numbered list

- a) 4
- b) 5
- c) 6
- d) **7**

4. Setting a page size, orientation and margin tools are available in

- a) Page Setup
- b) Page formatting
- c) Page alignment
- d) **Page Layout**

5.Lets you copy a format applied in one section of a document to other portion of the document.

- a) **Format Painter**
- b) Copy & Paste
- c) Cut & Paste
- d) None of these

6. In a 'Mail merge', data source's data or information is a value.

- a) Constant
- b) **Variable**
- c) Conditional
- d) None of these

7. The of word show the total number of pages, current page number and number of word that were typed.

- a) Menu bar
- b) Title bar
- c) **Status bar**
- d) Both (a) and (b)

8. The picture represents



- a) Formatting tool
- b) Paragraph tools
- c) **Alignment tools**
- d) Numbering tools

9. The shortcut key for this symbol is



- a) Ctrl+V
- b) **Ctrl+Y**
- c) Shift + V
- d) Shift +Y

10. Selection of text to the right of your insertion point is done using keyboard, which key combination is used?

- a) Ctrl + Right Arrow
- b) **Shift + Right Arrow**
- c) Alt + Right Arrow
- d) Not Possible

11. Print tool is available in the

- a) Home Tab
- b) Page layout Tab
- c) **Office Button**
- d) Ctrl + P

12. The picture represents



- a) **Hyperlink**
- b) Map
- c) Location
- d) None of these

13. The cell in which you are currently working on is the

- a) Current Cell
- b) Present Cell
- c) **Active Cell**
- d) Active table

14. By default, text is aligned in a cell.

- a) **Left**
- b) Centre
- c) Right
- d) Alignment is not set

15. The column and row head begins with and respectively.

- a) 1 and A
- b) **A and 1**
- c) 1 and 1
- d) A and A

16. A worksheets is nothing but a

- a) Relations
- b) **Tables**
- c) Rows and Columns
- d) Books

17. To count number of blank cells from cell A1 to A40. Which formula is correct?

- a) COUNTIF(BLANK)
- b) COUNTIF(A1:A40,"=BLANK")
- c) **COUNTBLANK(A1:A40)**
- d) COUNTBLANK(A1-A40)

18. Adisplays the constant values or formulae used in the Active Cell

- a) Function bar
- b) Title bar
- c) **Formula bar**
- d) Status bar

19. Which chart is limited to one data series?

- a) Bar Chart
- b) Line Chart
- c) **Pie Chart**
- d) All of these

20. Excel's conditional operator for 'Not Equal to' is

- a) ≠
- b) !=
- c) <>
- d) ><

21. When a cell content's function name is not recognize, it displays

- a) #####
- b) #REF!
- c) #VALUE?
- d) **#NAME?**

22. Mawia's average mark is 60.45. His marks were in cell C6 to K6. What will be the result displayed using
'=IF(AVERAGE(C6:K6)<60,"GOOD","VERY GOOD")

- a) GOOD
-

- b) **VERY GOOD**
- c) #VALUE?
- d) #REF!

23. Conditional formatting tool is available intab

- a) **Home**
- b) View
- c) Developer
- d) Add-Ins

24. Instead of double Clicking cell to edit its value, you can pressfunction key.

- a) **F2**
- b) F4
- c) F5
- d) F6

25. Using word you can add _____ into your document

- a) Graphics
- b) Picture
- c) Word arts
- d) **All of these**

26. The condition executes if and only if the condition/statement is true.

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

27. Adding special effects to a ppt enhance the _____ of the presentation

- a) Clarity
- b) Effectiveness
- c) File size
- d) **All the above**

28. The header and footer tools is activated via the__

- a) Format menu
- b) Edit menu
- c) View menu
- d) File menu

29. Background of the presentation can be change from_____

- a) Slide layout
- b) Apply design
- c) Edit slide
- d) **Design Menu**

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

- a) **Power Point**
- b) Harvard Graphic
- c) Corel draw
- d) All of these

31. 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**

32. A collection of worksheets is called _____

- a) Spreadsheets
- b) Sheets
- c) **Workbook**
- d) Work sheets

33. In excel sheet addition/summation is done using _____ expression

- a) =A1+A2+A3+A4
- b) =Sum(A1:A4)
- c) +A1+A2+A3+A4
- d) **All of these**

34. Existing files can be retrieved from

- a) View Tab
- b) Insert Tab
- c) **Office Button**
- d) Clipboard

35. Merge cell joins the:

- a) Columns
- b) Rows
- c) Only rows
- d) **Both (a) & (b)**

36. The picture represents



- a) **Print layout**
- b) Microsoft outlook
- c) Document Layout
- d) Document views

37. A _____ is a visual representation of numeric data

- a) Shapes
- b) Text box
- c) **Chart**
- d) Table

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

- a) **Mail merge**
- b) Reference
- c) Add-Ins
- d) (b) and (c)

39. Objects are inserted from _____

- a) Add-ins menu
- b) **Insert menu**
- c) Mailings menu
- d) Drawing toolbar

40. The picture represents



- Bullet list
- Numbering list
- Line spacing**
- Paragraphs

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