



Instructions:

1. Respond to the questions within the given space
2. Submit the question booklet to the invigilator after the examination is over.

Course – I Office Automation

Time: 2 Hours

Marks: 60

I. CHOOSE THE CORRECT ANSWER

35 x 1 = 35 marks

1. Which one of the following text editors are used in Windows OS?
a) Word Pad b) Notepad
c) Both a and b d) None of these
2. A _____ editor is any word processing program that you can use to type and edit text.
a) Fill b) Image c) Tool d) Text
3. The Ribbon replaces the _____ in previous versions.
a) Menus and Toolbars b) File and Insert
c) Buttons and Tools d) Margins and ruler
4. In Word _____ version provides the user can customize the ribbon.
a) 2010 b) 2007 c) 2005 d) XP
5. _____ is a horizontal bar at the bottom of an active window that gives details about the active document.
a) Title Bar b) View Tab
c) Status Bar d) Groups
6. _____ displays the name of the document and application.
a) Status Bar b) Title Bar
c) Groups d) View Tab
7. The Ribbon can be reduced to a single line of tabs by pressing _____.
a) Ctrl + F4 b) Ctrl + F5
c) Ctrl + F1 d) Ctrl + F2
8. _____ key combination is to start a new page.
a) Enter b) Ctrl + Enter
c) Tab + Enter d) Shift + Enter
9. _____ can emphasize important information and help organize your document.
a) Text handling b) Highlight
c) Formatted text d) Font name
10. _____ is a virtual holding area.
a) Text b) Design
c) Clipboard d) Layout
11. A _____ is a grid of cells arranged in rows and columns.
a) Form b) Record
c) Note d) Table
12. _____ key is used to move the cursor to the next tab stop.
a) Tab b) Shift
c) Alt d) Ctrl
13. _____ key is used to delete a single character to the right of the insertion point.
a) Ctrl b) Tab c) Backspace d) Delete
14. The Keyboard Shortcut for Redo is _____.
a) Ctrl+C b) Ctrl+B
c) Ctrl+X d) Ctrl+Y

15. A worksheet is divided into _____.
a) Cells and Rows b) Rows and Columns
c) Text and Type d) Borders and Text

16. _____ view is selected by default and shows you an unlimited number of cells and columns.
a) Normal b) Layout
c) Page break d) None of the above

17. A group of cell is known as a _____.
a) Cell reference b) Cell pointer
c) Cell range d) Columns

18. Each row has a numerical heading ranging from _____.
a) 0 to 1,048,576 b) 1 to 1,049,576
c) 1 to 1,048,576 d) Both a & b

19. A _____ is a group of cells that runs from the left of the page to the right.
a) Column b) Row
c) Cell d) Both a and b

20. The file extension of Excel is _____.
a) .doc b) .ppt c) .xtx d) .xlsx

21. The _____ tells you the location or the name of a selected cell.
a) Name Box b) Formula Bar
c) Cell d) All the above

22. The Shortcut key for center alignment is _____.
a) Ctrl+C b) Ctrl+E
c) Ctrl+L d) Ctrl+A

23. _____ instructs Excel to shift existing cells down.
a) Shift Cells Right b) Shift Cells Down
c) Entire Row d) Entire Column

24. _____ worksheets appear by default when you open an excel workbook.
a) Three b) Four
c) Two d) Six

25. Each worksheet contains _____ columns.
a) 13,483 b) 16,834
c) 16,483 d) 16,384

26. Charts are also known as _____.
a) Sheets b) book
c) file d) graphs

27. A formula always starts with _____ sign.
a) = b) + c) * d) /

28. A _____ chart is useful when you want to find the optimum combinations between two sets of data.
a) Bubble b) Radar
c) Column d) Surface

29. If there is more than one argument, separate each by a _____.
a) Slash b) Arrow
c) Comma d) Dot

30. A _____ chart compares the aggregate values of a number of data series.
a) Surface b) Doughnut
c) Bubble d) Radar

31. A _____ shows trends in data at equal intervals.
a) Bar Chart b) Area Chart
c) Line Chart d) Column Chart

32. A _____ is a visual representation of numeric values.
a) Chart b) Picture
c) Shapes d) None of these

33. _____ function identifies the largest number in a range of cells.
a) Min b) Max
c) Average d) Both a & b

34. A _____ is an expression which calculates the value of a cell.
a) Formula b) Function
c) Values d) Reference



35. A _____ chart illustrates comparisons among individual items.
a) Line b) Pie
c) Bar d) Both a & b,

II. FILL IN THE BLANKS

5 x 1 = 5 marks

36. _____ and _____ are the common text editors for Mac OS.
37. The insertion point is a _____ vertical line in Draft or Outline view.
38. A workbook comes with three worksheets known as _____.
39. Excel can be used to _____ and _____ numerical information.
40. In Cell Reference, A _____ is composed of the Column letter and the Row number

III. MATCH THE FOLLOWING (write the correct question number within the parenthesis) 10 x 1 = 10 marks

41. Ctrl + O - a) Vertical Text Alignment ()
42. Quick Access Toolbar - b) Adds a range of cells together ()
43. Select All - c) Chart ()
44. Enter - d) Save, Undo and Repeat Buttons ()
45.  - e) Bold ()
46. Ctrl + Home - f) Converts a serial number to an hour ()
47. Ctrl + B - g) Ctrl + A ()
48.  - h) Moves to cell A1 ()
49. SUM - i) Start a new paragraph ()
50. HOUR - j) Open ()

IV. TRUE OR FALSE

10 x 1 = 10 marks

51. In Microsoft office Word 2010 the Microsoft office button has not replaced with File Tab. TRUE / FALSE
52. Office package is a suite of products developed by Microsoft Corporation. TRUE / FALSE
53. In Insert tab, click Hyperlink in the Links group to hyperlink a text. TRUE / FALSE
54. Backspace is used to delete a single character to the right of the insertion point. TRUE / FALSE
55. You cannot select multiple cells at the same time. TRUE / FALSE
56. Excel is a spreadsheet program that allows you to store, organize and analyze information. TRUE / FALSE
57. Each small rectangle in a worksheet is called a cell. TRUE / FALSE

58. Each function has a specific order, called file. TRUE / FALSE
59. Doughnut is a function TRUE / FALSE
60. In Date and Time functions, TODAY Returns the serial number of today's date. TRUE / FALSE

V. ANSWER THE FOLLOWING (IS NOT EXCEEDING 50 Words)

1. a) What are the procedures of Mail Merge?

(OR)

- b) Write the steps to create a simple formula that multiplies the contents of two cells.

Answer: