



Institute for Entrepreneurship and Career Development

**Bharathidasan University**

Tiruchirappalli – 620 023

IT Programmes under SUITS 2019-2020

Model Examinations, January - 2020

Certificate in Office Automation



## Instructions:

- Respond to the questions within the given space
- 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

- \_\_\_\_\_ displays the name of the document and application.
  - Status bar
  - Title bar
  - Groups
  - View tab
- \_\_\_\_\_ are an area on the ribbon that contains buttons that are organized in groups.
  - Tabs
  - Tools
  - Menus
  - Files
- \_\_\_\_\_ is the button that provides access to menu commands in word.
  - Layout
  - Mailing
  - New button
  - File button
- The Ribbon can be reduced to a single line of tabs by pressing \_\_\_\_\_ keys.
  - Ctrl + F11
  - Alt + F11
  - Ctrl + F1
  - Ctrl + F12
- \_\_\_\_\_ toolbar that enables, adjusts, and displays different views of a document's content.
  - Status Bar
  - View Toolbar
  - Title Bar
  - Zoom Button
- SimpleText and Textedit are common text editor for \_\_\_\_\_ OS.
  - Mac
  - Windows
  - Android
  - Linux
- \_\_\_\_\_ is a customizable toolbar at the top of an active document.
  - Ribbons
  - Mini toolbar
  - Quick access toolbar
  - View toolbar
- Whatever you cut or copy using these commands is saved to the \_\_\_\_\_.
  - Blackboard
  - Green board
  - Whiteboard
  - Clipboard
- \_\_\_\_\_ key is used to move the cursor to the next tab stop.
  - Tab
  - Shift
  - Alt
  - Ctrl
- A \_\_\_\_\_ is a grid of cells arranged in rows and columns.
  - Forms
  - Table
  - Record
  - Note
- \_\_\_\_\_ key is used to delete a single character to the right of the insertion point.
  - Backspace
  - Enter
  - Delete
  - Shift + Enter
- The Hyperlink is found in the \_\_\_\_\_ tab.
  - Insert
  - Home
  - View
  - Mailing
- The shortcut key for Redo \_\_\_\_\_.
  - Alt + Y
  - Shift + Y
  - Ctrl + Y
  - Alt + Shift + Y
- \_\_\_\_\_ can emphasize important information and help organize your document.
  - Font name
  - F1
  - F7
  - Formatted Text

15. A \_\_\_\_\_ is a group of cells that runs from the left of the page to the right.

- Column
- Row
- Cell
- Both a and b

16. Each row has a numerical heading ranging from \_\_\_\_\_.

- 0 to 1,048,576
- 1 to 1,049,576
- 1 to 1,048,576
- 0 to 1,048,756

17. \_\_\_\_\_ view is selected by default and shows you an unlimited number of cells and columns.

- Layout
- Page break
- Break apart
- Normal

18. A highlighted cell boundary that indicates which cell is active at the moment is called a \_\_\_\_\_.

- Cell
- Columns
- Cell Pointer
- Cell Reference

19. Each worksheet contains \_\_\_\_\_ columns.

- 16,834
- 16,384
- 13,684
- 16,483

20. Shortcut key for close a workbook.

- Ctrl + F4
- Ctrl + F3
- Alt + F3
- Alt + F4

21. The \_\_\_\_\_ tells you the location or the name of a selected cell.

- Name Box
- Formula bar
- Cell
- All the above

22. A formula always start with \_\_\_\_\_ sign.

- +
- =
- /
- \*

23. A \_\_\_\_\_ chart compares the aggregate values of a number of data series.

- Surface
- Doughnut
- Radar
- Bubble

24. A \_\_\_\_\_ is a visual representation of numeric values.

- Chart
- Shapes
- Picture
- None of these

25. If the result of a formula is too large to be displayed in a cell, it may appear as \_\_\_\_\_ sign instead of a value.

- Subtraction
- Pound
- Dollar
- Equal

26. Arguments are separated by \_\_\_\_\_.

- Dot (.)
- Semicolon (;)
- colon (:)
- Comma (,)

27. \_\_\_\_\_ function identifies the largest number in a range of cells.

- Min
- Sum
- Max
- Average

28. \_\_\_\_\_ list is a common spreadsheet task that allows you to easily reorder the data.

- Sorting
- Grouping
- Printing
- Typing

29. \_\_\_\_\_ presentation can be used in business, academic or social settings.

- Multimedia
- Printed documents
- Files
- Both a & b

30. \_\_\_\_\_ provides quick access to frequently used commands like Save, Open, Print.

- Insert Tab
- Design Tab
- File Tab
- Layout Tab

31. The file format of PowerPoint is \_\_\_\_\_.

- .ppox
- .pptx
- .ptx
- .ptpx

32. \_\_\_\_\_ shows thumbnail versions of each of the slides in the presentation.

- Outline Pane
- Status Bar
- Ribbon
- Slides Pane

33. A \_\_\_\_\_ can be as simple as fading to the next slide or as complex as a flashy, eye-catching effect.

- Slide Insert
- Slide Transition
- Slide Review
- Slide View

34. Shortcut key for insert new slide \_\_\_\_\_.

- Ctrl + A
- Ctrl + E
- Ctrl + K
- Ctrl + M

35. \_\_\_\_\_ can be applied to any object on the slide and the motions can be automated, timed or trigger.

- Animation
- PowerPoint
- Auto correct
- close



**II. FILL IN THE BLANKS****5 x 1 = 5 marks**

36. A \_\_\_\_\_ is any word processing program that you can use to type and edit text.
37. \_\_\_\_\_ option will be used to print a particular page of the document.
38. The \_\_\_\_\_ contains all of the commands you will need in order to perform common tasks.
39. A \_\_\_\_\_ is an expression which calculates the value of a cell.
40. \_\_\_\_\_ view is the default view where you create and edit the slides.

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

- |                       |  |     |
|-----------------------|--|-----|
| 41. Ctrl + N          | - a) Moves to cell A1                  | ( ) |
| 42. Office Package    | - b) End the Slide show                | ( ) |
| 43. Undo              | - c) Predefined formula                | ( ) |
| 44. Ctrl + Enter      | - d) slides are arranged on the screen | ( ) |
| 45. Cell range        | - e) Microsoft Corporation             | ( ) |
| 46. Ctrl + Home       | - f) Start a new page                  | ( ) |
| 47. Sum               | - g) Group of cell                     | ( ) |
| 48. Function          | - h) Adds a range of cells together    | ( ) |
| 49. Slide Sorter View | - i) New Document                      | ( ) |
| 50. Esc key           | - j) Ctrl + Z                          | ( ) |

**IV. TRUE OR FALSE****10 x 1 = 10 marks**

51. The suite of programs is compatible with both the Windows and Macintosh operating system - TRUE / FALSE
52. Quick access toolbar displays the save, undo and repeat buttons. - TRUE / FALSE
53. Select the insert on the ribbon, start mail merge. - TRUE / FALSE
54. **Shift+Enter** combination used to start a new line within the same paragraph. - TRUE / FALSE
55. You cannot select multiple cells at the same time. - TRUE / FALSE
56. A workbook comes with three worksheets known as sheet tabs. - TRUE / FALSE
57. Within the layout tab you can control the chart type, layout, styles and location. - TRUE / FALSE
58. A Cell Address is composed of the Column letter and the Row number. - TRUE / FALSE
59. Laser pointer color feature is new for PowerPoint 2010. - TRUE / FALSE

60. The Outline pane shows thumbnail versions of each of the slides in the presentation.

- TRUE / FALSE

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

1. a) Write the steps to insert bullets and numbering.

(OR)

b) How to apply transition in PowerPoint.

Answer: