



**KERALA STATE RUTRONIX  
OFFICE SUITE**

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

Question code

**C1**

**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) Where do footnotes appear in a word document?  
a) End of the document   b)  Bottom of the page   c) End of the Heading   d) None of these
- 2) ..... Excel function compares two text strings and returns true if they are same.  
a) Same                      b) Exact                       c) Compare                      d) Equal
- 3) POWER(8,2) will return .....  
a) 16                          b) 82                          c) 64                          d) 28
- 4) Pressing F8 key for three times selects .....  
a) A paragraph              b)  A sentence              c) A word                      d) Entire document
- 5) The formula in Cell D2 is B3+C4. On copying this formula to Cell C3, the formula in cell C3 will be .....  
a) B3+C4                      b) A4+B5                       c) A3+C4                      d) A3+B4
- 6) What type of chart will you use to compare performance of two companies in the year 2010?  
a) Column                      b) Bar                          c) Line                           d) Dot
- 7) ..... is used to set the number of characters needed in a text or number field in MS Access.  
a) Primary key              b) Field Size                      c) Field name                      d) Data Type
- 8) ..... powerpoint feature adds special effects to modify the appearance of the slides and the timing between each slide.  
 a) Color schemes              b) Transition settings              c) Handouts                      d) None of these
- 9) In MS-PowerPoint, ..... key is used to open a new slide presentation.  
a) CTRL + L                      b)  CTRL + N                      c) CTRL + A                      d) None of these
- 10) In Excel, the operator used to join two strings is .....  
a) &                              b)  #                              c) \*                              d) /

**Part - II Fill in the Blanks**

**(10 X 1 Mark = 10 Marks)**

- 11) In MS Word, ..... option converts all capital letters into small letters and all small letters into capital letters.
- 12) ..... creates text effects by inserting a Microsoft office drawing objects.
- 13) ..... is used to align the paragraph at both right and left indent.
- 14) In Access, currency data type by default automatically includes ..... sign.
- 15) ..... is the database program in Open Office.
- 16) The space left between the margin and start of a paragraph is called .....
- 17) CEILING(100.5,3) will return .....
- 18) We can change the style of all slides in the presentation by changing ..... property.

- 19) RDBMS stands for .....
- 20) ..... is an extra amount of margin added to the inner margin for binding.

**Part - III State whether True or False**

**(10 X 1 Mark = 10 Marks)**

- 21) Open Office Calc is capable of saving spread sheets in Microsoft Excel file format.
- 22) Using WordArt, we can add headlines in striking colors and shapes to our presentation.
- 23) Goal seek option is used to adjust the value in a specified cell until a formula that is dependent on that cell reaches a target value.
- 24) In Excel, charts cannot be resized and moved in the work sheet.
- 25) Freeze pane is a feature available in MS Excel.
- 26) In MS Access, reports are used to organize and group the information in a table or query and provide a way to print the data in a database.
- 27) Debian is a Linux operating system version.
- 28) In PowerPoint, slide number can be added anywhere in the slide.
- 29) PMT() function comes under statistical function category.
- 30) Slide show can show only a maximum of one slide at a time. *false*

**Part - IV Write the Excel formula for the following**

**(5 X 2 Marks = 10 Marks)**

- 31) To convert a vertical range of cells to horizontal range or vice versa.
- 32) To return the absolute value of a number without its sign.
- 33) To generate a random number between 15 and 78.
- 34) To return the current date and time.
- 35) To find the average of numbers in the Range H2:H22.

(താഴെ കൊടുത്തിട്ടുള്ള ചോദ്യങ്ങൾക്ക് ഉത്തരങ്ങൾ മലയാളത്തിലും എഴുതാം)

**Part - V Answer the following (Any Six)**

**(6 X 5 Marks = 30 Marks)**

- 36) Header and Footer in MS Word.
- 37) Five financial functions in MS Excel.
- 38) Different views in MS PowerPoint.
- 39) Data types in MS Access.
- 40) Relative, Mixed and Absolute referencing in MS Excel with examples.
- 41) AutoFormat and AutoFill in MS Excel.
- 42) Conditional Formatting in MS Excel.
- 43) Bullets and Numbering in MS Word.

**Part - VI Essay Questions (Any Three)**

**(3 X 10 Marks = 30 Marks)**

- 44) Slide effects, Slide animation and Slide transition in MS PowerPoint.
- 45) Mail merge in MS Word.
- 46) Explain about queries and query wizard in MS Access.
- 47) Macros in MS Word.
- 48) Charts and their types in MS Excel.