

**CERTIFICATE PROGRAMME IN COMPUTING  
JANUARY 2006.**

**Term-End Examination**

**MS – OFFICE**

**Time : 2 hours**

**Maximum marks : 100**

**Note :**

- (i) Do not start answering until the invigilator asks you to start.
- (ii) Question paper contains 100 questions. Student is required to answer all the questions. There is no choice.
- (iii) All questions carry equal marks.
- (iv) Each question must be given one answer only. If more than one answer is given, zero mark will be awarded for that question.

**A. Multiple Choice (Question Numbers 1 to 30)**

**Note :** Four choices are given for a question, out of which one choice may be correct. Mark correct answer in relevant box of the answer sheet given to you.

**1. Every PC requires**

- (a) Application Programs
- (b) Operating system programs
- (c) Win.EXE
- (d) Both (a) and (b).

**2. The background on which the windows appear is**

- (a) Windows
- (b) Desktop
- (c) Icons
- (d) None of the above.

3. The central point for all the work done in windows is by
- (a) Program Manager (b) File Manager
- (c) Print Manager (d) None of the above.
4. \_\_\_\_\_ Menu can be used to move, size and close a window while working with the keyboard
- (a) Control-menu box (b) Menu bar
- (c) Window border (d) Scroll bars.
5. The running application is in \_\_\_\_\_ window
- (a) Document window (b) Application window
- (c) Both (a) and (b) (d) None of the above.
6. Which represents the application that can be started from windows
- (a) Application Icon
- (b) Program-item Icon
- (c) Group Icon
- (d) All of the above.
7. Which buttons represent a group of mutually exclusive options?
- (a) Check Box (b) Option Buttons
- (c) Command Buttons (d) Text Box.
8. To change the screen saver the \_\_\_\_\_ is used
- (a) Desktop (b) MS-DOS prompt
- (c) Program Manager (d) None of the above.
9. The \_\_\_\_\_ command is used to display only the directory contents
- (a) Tree and Directory (b) Tree only
- (c) Directory only (d) Name.

10. Accessories group consists of
- (a) Write
  - (b) Notepad
  - (c) Clock
  - (d) All of the above.
11. Show button display
- (a) Spaces
  - (b) Hard returns
  - (c) Tabs
  - (d) All of the above.
12. The tool bar in word
- (a) Provides a shortcut way of accessing commands
  - (b) Allow the current time to be displayed
  - (c) Help in displaying the position of insertion point
  - (d) Allow you to move around in a document.
13. The field for current time is displayed on
- (a) The toolbar
  - (b) The horizontal ruler
  - (c) The status Bar
  - (d) Vertical Bar.
14. Macros are recorded as instructions in Word's macro language
- (a) Wordbasic
  - (b) Basic
  - (c) Visual basic
  - (d) None of the above.
15. During spell check Word uses the English dictionary as its Main dictionary, supported by
- (a) US.DIC
  - (b) SCIENE.DIC
  - (c) CUSTOM.DIC
  - (d) FRENCH.DIC.
16. Characters formatting tools include
- (a) Add effects like superscript, subscript
  - (b) Insert special characters and symbols
  - (c) Look up synonyms; antonyms, and related words
  - (d) Both (a) and (b).
17. In MS-Word, the Change Case command has \_\_\_\_\_ option(s)
- (a) Sentence Case
  - (b) Title Case
  - (c) Upper Case
  - (d) All of the above.

18. You can use styles to
- (a) Format your documents
  - (b) Save changes to documents
  - (c) Delete text in the documents
  - (d) Make copies of documents.
19. Document templates allow you to
- (a) Use pre-designed documents for specific purposes
  - (b) Create documents step by step after asking the questions
  - (c) Create and save the document automatically
  - (d) Save the changes to the document.
20. To insert a tab character in a cell
- (a) Press CTRL + TAB
  - (b) Press SHIFT + TAB
  - (c) Press ALT + TAB
  - (d) Press CTRL + ALT + TAB.
21. While saving a document a filename without the extension can have maximum of
- (a) 15 characters
  - (b) 11 characters
  - (c) 8 characters
  - (d) 10 characters.
22. There are \_\_\_\_\_ rows in MS-Excel,
- (a) 256
  - (b) 16384
  - (c) 255
  - (d) 16364.
23. To insert a chart sheet, in Excel select
- (a) Chart from chart menu option
  - (b) Chart from tools menu
  - (c) Chart from insert menu
  - (d) Create chart from insert menu.
24. To insert a row, in Excel select insert rows from
- (a) Rows menu
  - (b) Insert menu
  - (c) Tools menu
  - (d) Window menu.



25. Which one of the following charts is used to compare the percentage of the sum of the data series?
- (a) Bar chart (b) Pie chart  
(c) Line chart (d) Column chart.
26. Which of the following is a complete presentation graphic package
- (a) Power Point (b) Excel  
(c) Word (d) Window.
27. To get an overview of your presentation, switch to
- (a) Outline View (b) Slide Sorter View  
(c) Slide View (d) Notes Page View.
28. All presentation in power point have \_\_\_\_\_ extension
- (a) .PPT (b) .GRP  
(c) .PPC (d) .EXE.
29. There are \_\_\_\_\_ different views available in MS-Power Point.
- (a) One (b) Two  
(c) Three (d) Four.
30. In MS-PowerPoint, we can see chart in
- (a) 50% of Actual (b) Actual Size  
(c) 200% of Actual (d) All of the above.

**B. State whether True or False (Question Numbers 31 to 100)**

Note : In the following 70 questions, write 'True', if the statement given is true and write 'False' if the statement given is false.

31. The minimize button is replaced by the Restore button.
32. A document can be sent to print Manager from the File Manager.

33. The small graphical symbols that represent applications is called Icons.
34. The rectangular areas of the screen where one can work is called Windows.
35. Menu bar shows the name of the application, document, group, or directory.
36. The Organizer dialog box can be used to manage your macros.
37. Hidden is the attribute of the files.
38. More than one document window can be opened in an application window.
39. Expand One level would display all the subdirectory levels below the selected directory.
40. Write is the word processor provided with windows ver 3.x.
41. To open a new document chooses Open from the File Menu.
42. Document windows appear inside an application window.
43. To move to the end of the document press END.
44. To cancel all character styles choose Regular from the character Menu.
45. In the Font style box type or select a font name.
46. By using File Manager the properties of a directory can be changed.

47. Paintbrush is the tool that can be used to create simple or elaborate drawings.
48. When you start paintbrush the background color is black and the foreground color is white.
49. The Quick Format option quickly formats a unformatted floppy disk.
50. Print manager manages multiple documents with help of print queues.
51. Pausing a printer stops printing of all the documents in the queue.
52. The programs in the Accessories group are also called templates.
53. Paint Roller fills any closed shape or area with color.
54. The tool Brush draws curved lines.
55. Left part of the status bar in MS-Excel sheet highlights the status of keys of the keyboard.
56. Three shortcut buttons appear on the right side of the status bar are New Slide, Layout and Template.
57. The maximum number of character in the password to open a workbook can be upto 15.
58. Recorder is used to record, play and edit digitized sound files.
59. Notepad of the accessories require a specific hardware.
60. Option button is a worksheet control.

61. The range of values in the scrollbar control of worksheet in MS-Excel is 0 – 3000.
62. Spinner can be placed only horizontally.
63. A formula in the worksheet will always start with an equal ( = ) sign.
64. The command to generate random number greater than or equal to 0 but less than 100 is RAND (100).
65. Formulas can be used with functions to form complex equation.
66. Chart sheet is a graphic component of Excel.
67. Auto Content Wizard helps you organize what you want your presentation to say.
68. Pivot table can be used to analyze data.
69. There are 3 types of database in MS-Excel.
70. Database is an organized collection of information.
71. Presentation graphics are used to create visual images of products and models.
72. A footnote in a slide indicates the source of the slide's data.
73. Chart is one of the components of slide.
74. PowerPoint gives the flexibility to switching between different views during creation of slides for presentation.
75. Dialog box gives the option for application development where all controls can be used.



76. Print preview is used to print the document.
77. In Word GO To N would navigate by moving forward by N pages.
78. Adding word to the dictionary in the MS-WORD is not possible.
79. The speller checker in Word is not foolproof and will not catch a mistake if you accidentally type in another word.
80. The Thesaurus cannot understand the context in which the original word is used, so the alternatives it offers are not always valid.
81. Borders cannot be drawn around entire page.
82. In MS-Excel, the vertical alignment is of only three types.
83. \$A\$1 is called Mixed referencing.
84. PMT ( ) function come under Statistical Function Category.
85. The Control Menu box is present at left top corner of the screen.
86. The slide contains table called Electronic Spreadsheet.
87. The Doughnut chart is similar as Area chart.
88. To open a file, you can type in Ctrl + F.
89. The windows contains the running application called application window.
90. The default height of row is 12.25.
91. Design Graphics is one of Business Graphics.

92. Tab stops are set at 0.5 – inch intervals from the left margin.
93. The space settings in the paragraph can be in only points.
94. If the paragraph is deleted or moved it does leave behind extra blank lines.
95. To remove a tab from the ruler double-click the tab from the ruler.
96. By default, paragraphs are single-spaced and left justified.
97. The Break command in the Insert menu is used to create Soft Page Breaks.
98. Headers and Footers can be used to print graphic stylized text.
99. To start Windows, type WINDOW at C prompt and press ENTER.
100. Page orientation can be vertical or horizontal.

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