CCA–02/DIT–02

Tools for Office Automation

Certificate in Computer Application/Diploma in Information Technology

(CCA/DIT–16/17)

First Semester, Examination, 2017

Time : 3 Hours　　　　**Max. Marks : 40/80 for DIT**

Note : This paper is of **forty (40)** marks containing **three (03)** Sections A, B and C. Learners are required to attempt the questions contained in these Sections according to the detailed instructions given therein.

Section–A

(Long Answer Type Questions)

Note : Section 'A' contains four (04) long answer type questions of nine and half $(9\frac{1}{2})$ marks each. Learners are required to answer *two* (02) questions only.

1. Show the importance of operating system. Explain the working of Windows XP operating system in detail.

2. How do you use the functions in MS-Excel ? Explain how you enter a mathematical calculation with the help of functions and how to edit the function.

3. What is the use of MS-PowerPoint ? Explain how can we apply different design templates and animation in a power point presentation.

4. What is DBMS ? Explain the concepts of primary and foreign keys while you are working with MS-Access.

Section–B

(Short Answer Type Questions)

Note : Section 'B' contains eight (08) short answer type questions of four (04) marks each. Learners are required to answer *four* (04) questions only.

1. What is the use of page break in a MS-Word document ?

2. How can you merge and split cells in a table ?

3. How do you choose menu commands using Alt key in a workbook ?

4. Write down the steps for changing the size and position of chart.

5. Show the importance of undo and redo for office automation tools.

6. What are title bar, tool bar, formula bar and status bar for MS-Excel ?

7. What are the importances of control panel ?

8. Write down the steps for inserting a new MS PowerPoint slide with existing slide.

Section–C

(Objective Type Questions)

Note : Section 'C' contains ten (10) objective type questions of half $(\frac{1}{2})$ mark each. All the questions of this Section are compulsory.

1. Portrait and Landscape are :

    (a) Page Orientation

    (b) Paper Size

    (c) Page Layout

    (d) All of the above

2. Which of the following is not a type of page margin ?

    (a) Left   (b) Right

    (c) Center   (d) Top

3. Borders can be applied to :

    (a) Cells   (b) Paragraph

    (c) Text   (d) All of the above

4. How many ways you can save a document ?

    (a) 3   (b) 4

    (c) 5   (d) 6

5. In MS-Access press ALT + F11 to :

    (a) Display the control menu

    (b) Display the shortcut menu

    (c) Close the active window

    (d) None of these

6. How will MS Word will respond in repeated word ?

    (a) A Green wavy line under the repeated word

    (b) A Red wavy line under the repeated word

    (c) A Blue wavy line under the repeated word

    (d) None of the above

7. In Microsoft PowerPoint to add a header or footer to your handout, you can use :

    (a) The title master

    (b) The slide master

    (c) The handout master

    (d) All of the above

8. In MS-Excel which functions will calculate the number of workdays between 6/9/2013 and 8/12/2013.

   (a) Workday

   (b) Date

   (c) Networkday

   (d) Weekday

9. In MS-Excel to protect a worksheet, you can choose Protection and the Protect Sheet from the .... menu.

   (a) Edit

   (b) Format

   (c) Tools

   (d) All of the above

10. What is the function of Ctrl + B in Ms-Word ?

   (a) It converts selected text into the next larger size of the same font

   (b) It adds a line break to the document

   (c) It makes the selected text bold

   (d) It applies Italic formatting to the selected text

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