

**CCA-02/DIT-02****Tools For Office Automation**

Certificate in Computer Application (CCA-16/17)

Diploma in Information Technology (DIT-17)

First Semester, Examination, 2018

**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. Define functions of operating system. Explain the working of Windows XP operating system in detail.
2. Explain how you enter a mathematical calculation with the help of functions and how to edit the function in MS-Excel ?
3. How a presentation can be created using MS-PowerPoint ? Explain how can we apply sound in a power point presentation ?

4. What is the role of DBMS ? Explain the operations of adding and deleting the data 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 preview in a MS- Word document ?
2. How can you unmerge the cells in a table ?
3. How you choose menu commands using Ctrl key in a workbook ?
4. Write down the steps for changing the pattern of chart.
5. Write down the steps for inserting a new MS PowerPoint slide with existing slide.
6. Write the procedure to set number of undos and redos for office automation tools.
7. What are title bar, tool bar, formula bar and status bar for MS-Excel ?
8. Write eight important functions available through control panel in Window OS.

### 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. Which is not a font style ?
  - (a) Bold
  - (b) Superscript
  - (c) Italic
  - (d) Regular

2. Landscape is :
  - (a) A font style
  - (b) Paper Size
  - (c) Page Layout
  - (d) Page Orientation
3. What is the Short cut key for line break ?
  - (a) CTRL + Enter
  - (b) Alt + Enter
  - (c) Shift + Enter
  - (d) Space + Enter
4. The combination of row and column is called \_\_\_\_\_.
  - (a) Line
  - (b) Colmn
  - (c) Cell
  - (d) Row
5. With which of the following all formulas in excel starts ?
  - (a) /
  - (b) \*
  - (c) \$
  - (d) =
6. On an excel sheet the active cell is indicated by :
  - (a) A dotted border
  - (b) A dark wide border
  - (c) A blinking border
  - (d) By italic text

7. A Spreadsheet contains :
  - (a) Columns
  - (b) Rows
  - (c) rows and Columns
  - (d) None of above
8. Which file format can be added to a PowerPoint show ?
  - (a) .gif
  - (b) .jpg
  - (c) .wav
  - (d) All of the above
9. How to select one hyperlink after another during a slide presentation ?
  - (a) Ctrl + K
  - (b) Ctrl + D
  - (c) Tab
  - (d) Ctrl + H
10. Which of the following is not one of PowerPoint view ?
  - (a) Slide show view
  - (b) Slide view
  - (c) Presentation view
  - (d) Outline view