

CCA-02/DIT-02

Tools for office Automation

Certificate in Computer Application (CCA-16/17)

Diploma in Information Technology (DIT-17)

First Semester Examination, 2019

Time : 3 Hrs

Maximum Marks : 40

Note : This paper is of forty (40) marks divided into three (03) sections A, B and C. 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 (9.5) marks each. Learners are required to answer any two (02) questions only.

1. Define operating system? What are the functions performed by operating system? Explain operation system kernel?
2. How do you do the page setup in MS-Word? Explain with diagram?
3. Explain how to save Spreadsheet in MS-Excel?
4. Explain the database and the types of Database in details?

Section – B

(Short- answer- type questions)

Note : Section 'B' contains eight (08) short answer type questions of Four (04) marks each. Learner are required to answer any Four (04) questions only. (4 x 4 =16)

1. What are the benefits of DBMS in office Automstion? what are its component?
2. How to create, save, close and open documents in MS-Word?
3. What are the use of powrpoint?
4. What are charts? Explain the types of charts in MS-Excel?
5. How to insert a bulleted list in powerpoint?
6. What are title bar, tool bar, formula bar and status bar for MS-Excel?
7. What is operators in Excel?
8. Explain about different types of views in MS-Powerpoint?

Section –C

(Objectiove-type questions)

Note : Section 'C' contains ten (10) objective type questions of half ($\frac{1}{2}$) mark each. All questions of this section are compulsory. (10 x $\frac{1}{2}$ = 5)

1. In MS-word Ctrl+S is Used for:
 - (a) Open the document
 - (b) Closing the document
 - (c) Saving the document
 - (d) Printing the document
2. Which command is used for adding new line in a table?
 - (a) Insert line
 - (b) Add line
 - (c) Insert row
 - (d) Add row
3. How much characters are stored in character type field:
 - (a) 254
 - (b) 256
 - (c) 255
 - (d) 10
4. On an excel sheet the active cell indicated by?
 - (a) A dotted border
 - (b) A dark wide border
 - (c) A blinking border
 - (d) By italic text
5. Shortcut to insert new slide in the current presentation is?
 - (a) CTRL+O
 - (b) CTRL+M
 - (c) CTRL+F
 - (d) CTRL+N
6. Word pad is ?
 - (a) Text editor for DOS
 - (b) Text editor for windows
 - (c) Text editor for linux
 - (d) None of above

7. Value entry contains:
 - (a) 0-9
 - (b) Decimal
 - (c) +,-
 - (d) All of the above
8. In MS-Excel which functions will calculate the number of workdays between 8/9/2017 and 5/12/2018
 - (a) Workday
 - (b) Date
 - (c) Networkday
 - (d) Weekday
9. Maximum conditions given in a conditional formatting command is:
 - (a) 2
 - (b) 3
 - (c) 1
 - (d) 4
10. To edit content of cell press key
 - (a) F2
 - (b) F5
 - (c) F6
 - (d) F10
