



**Computer On Office Automation  
Government Question Paper December 2017**



**AIM INSTITUTE –MYLAPORE  
COMPUTER ON OFFICE AUTOMATION TRAINING CENTRE IN CHENNAI**

**December 2017**

**I Fill in the blanks**

**10 x 1 = 10**

1. GUI stands for \_\_\_\_ (Graphical User Interface)
2. The brain of any computer system is \_\_\_\_ (memory)
3. To select all text, the shortcut key used is \_\_\_\_ (Ctrl+A)
4. \_\_\_\_ is a database management software  
(Access/Base)
5. The \_\_\_\_ command will allow user to change between directories in Linux (cd)
6. OpenOffice \_\_\_\_ is similar to Microsoft Excel(Calc)
7. Handouts can be printer in MS \_\_\_\_ (Powerpoint)
8. Whatsapp uses the \_\_\_\_ to send message and video(wireless connection)
9. Excel's \_\_\_\_ feature is used to summarise workbooks into one worksheet  
(consolidate)

10. Broadband wireless technology is also known as \_\_\_\_\_ (Wi-max)

**II. Match the following:**

**10 x 1 = 10**

- |                          |                              |
|--------------------------|------------------------------|
| 1. Plotter               | a. Quick launch tool bar     |
| 2. Forms                 | b. Web browser               |
| 3. Slide                 | c. Word Processor            |
| 4. Font style            | d. used to edit/display data |
| 5. Google                | e. Formatting tool bar       |
| 6. Writer                | f. Impress                   |
| 7. Task bar              | g. Database                  |
| 8. Locking cells         | h. Output device             |
| 9. Mozilla firefox       | i. spreadsheet               |
| 10. Collection of tables | j. Search engine             |

**1-h, 2-d, 3-f, 4-e, 5-j, 6-c, 7-a, 8-i, 9-b, 10-g**

**III Choose the best answer:**

**10x1 = 10**

- A list of instructions used by a computer is called as \_\_\_\_\_  
a) CPU b) Text **c)Program** d) Output
- USB is expanded as \_\_\_\_\_  
a) Universal Side Bus **b) Universal Serial Bus**  
c)Updated System Bus d) Universal System Bus
- The font size of the selected text can be increased one point every time by pressing \_\_\_\_\_  
a) Ctrl+[ b)**Ctrl+] c) Ctrl+{ d) Ctrl+}**
- Ctrl+B will \_\_\_\_\_  
a)Print the text b) paste the selected text  
c)begin new text file **d) bold the selected text**
- The shortcut key for Find & Replace dialog box in MS Excel  
**a)Ctrl+H** b)Ctrl+F c)Ctrl+R d) Ctrl+Shift+F
- \_\_\_\_\_ is a type of Application Software  
a) Andriod b) Windows c) Linux **d) MS Office**
- The default extension of MS Excel file is \_\_\_\_\_  
a) .xls **b) .xlsx** c) .exlx d) .xlmf
- What is the maximum length of a filename in Linux?  
a) 32 bytes b) 64 bytes c) 512 bytes **d) 255 bytes**
- Which command is used to change password in Linux?  
a) Pwd b) password **c)passwd** d)chpwd
- Twitter is not a \_\_\_\_\_  
**a) Browser** b)mobile app c) application software d)social network

**IV Say True or False**

**10 x 1 = 10**

- Input and output devices are classified as peripheral devices(**True**)
- Root is the name of normal user account in Linux(**True**)
- My documents contains only MS word documents(**False**)
- To apply center alignment to a paragraph the shortcut key is Ctrl+n(**False**)

5. Image and text can be used as water mark in word document(**True**)
6. Pie charts are used for comparing a given category with the total(**True**)
7. Update query in OpenOffice Base is available in MS Access(**True**)
8. Videos cannot be played using MS Power Point?(**True**)
9. Bing is an example of search engine(**True**)
10. Skype is a type of weather forecasting mobile App( **False**)

**V. Write short answers for the following:**

**15 x 2 = 30**

1. **What is RTOS?(pg.no. 21)**
2. **Differentiate Blu-ray from DVD?**

<b>Blu-ray</b>	<b>DVD</b>
<b>Disc Diameter :</b> 120mm	<b>Disc Diameter :</b> 120mm
<b>Disc Thickness :</b> 1.2mm	<b>Disc Thickness :</b> 1.2mm
<b>Disc Capacity :</b> 25gb Single Layer / 50gb Dual Layer	<b>Disc Capacity :</b> 4.7 GB for a single-layered, 8.5 GB for a dual-layered

3. **How to view computer details in Windows?**

- Right Click on Computer Icon
- Select the properties, Now you view our computer details such as Processor, Ram, System Type, and Windows Edition.

4. **What is the difference between process and thread?**

<b>Process</b>	<b>Thread</b>
Process are heavy weight operations	Threads are light weight operations
Every process has its own memory space	Threads use the memory of the process they belong to.
Process don't share the memory with other processes	Threads share the memory with other threads of the same process.

5. **Write any two disadvantages of MS Office**

- Expensive
- Too Many Options

6. **What is the use of header and footer in MS work document?(pg.no. 58)**

7. **How cells are referred in MS Excel? Give an example**

A cell is the intersection between a row and a column on a spreadsheet that starts with cell A1. Columns are numbered with alphabetic values such as A, B, C. Rows are numbered with numeric values such as 1, 2, 3.

8. **What is OpenOffice Impress? What is the file extension it uses?**

- Impress is a OpenOffice tool to create presentations.
- It is very similar to Microsoft PowerPoint Presentation Software.
- You can create slides using Impress.
- It contains different elements like text, Table, Picture, Chart, Movie, and etc., Impress has access to the spelling checker and thesaurus.
- OpenOffice Impress file extension is .odp

**9. What are the uses of a Database?**

A database is a collection of information that is organized so that it can easily be accessed, managed, and updated.

**10. Explain any two date functions in Open Office Calc.**

DATE(year; month; day)

**Example :**DATE(2012; 6; 2) returns the date 2nd June 2012

**Today():** Display the current system date

**11. What are websites and URL(s)?**

**Website:** A website is a page or collection of pages on the World Wide Web that contain the specific information.

**12. Differentiate tablet from smart phone.**

Smartphone	Tablet
▪ Packetable Device	▪ Portable Device
▪ We can use Smartphone Home and Outside	▪ Mostly Used in Living Room
▪ Personal Device	▪ Sharing with others

**13. What is presentation template in PowerPoint? Give an example.(pg.no. 154)****14. What are the uses of reports in MS Access? ()**

A report is an object in Microsoft Access that is used to display and print your data in an organized manner.

**15. List the connecting ports available in Computer(pg.no. 17)**

**6 x 5 = 30**

**VI. Write answer in details**

- (a) Explain the working principle of a computer with the help of a block diagram  
**(pg.no. 7)**  
Or  
(b) What is data communication? Explain the various types of Networks**(pg.no. 18)**
- (a) With a neat sketch explain the parts of Windows**(pg.no. 24)**  
Or  
(b) Explain the basic components of Linux.**(pg.no. 24)**
- (a) Compare Microsoft Office and OpenOffice (**Govt. Q & A January 2016, pg.no. 3a**)  
Or  
(b) Explain the steps involved in creating forms with an example in OpenOffice Base.**(pg.no. 143)**
- (a) Explain how contents of a book are created in MS Word.**(pg.no. 64)**  
Or  
(b) Name the different types of Charts in MS Excel with necessary diagrams.**(pg.no.113)**
- (a)How will you create queries and reports in MS Access?  
Create a query **(pg.no.133)**  
Create a report **(pg.no.134)**  
or

- (b) How will you create presentation in MS PowerPoint?(**pg.no.155**)
6. (a) What is a web browser? What are the different browsers available?(**pg.no.177**)  
Or  
(b) Explain the procedures for creating an email-id and to attach files.(**pg.no.179**)

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