



**Computer On Office Automation  
Government Question Paper December 2018**



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

**December 2018**

**I Fill in the blanks**

**10 x 1 = 10**

1. Blue Ray Disc is an example of **Secondary** memory
2. Expansion of DVD is **Digital Versatile Disk**
3. The System tray is located in the windows **Task Bar**
4. Linux is an example for **Open Source** software
5. Function key for help is **F1**
6. **Wall** is a linux command is used to display the content of file to all the logged in users.
7. In MS word **Ctrl+W** is the shortcut key used for closing the current window.
8. Internet explorer is an example for **Browser**
9. Slide Transition of impress is available on the **Side Bar** menu
10. MS-Access is a **Database Management System**

**II. Match the following:****10 x 1 = 10**

- |                        |                           |
|------------------------|---------------------------|
| 1. SMPS                | a. Blank Page             |
| 2. Computer Network    | b. MS-Access              |
| 3. Odp                 | c. Excel                  |
| 4. Redirection Utility | d. Power Supply           |
| 5. Portal              | e. Stdin,stdout           |
| 6. Spread Sheet        | f. Impress                |
| 7. Create Menu         | g. ISDN                   |
| 8. Insert              | h. LAN                    |
| 9. Broadband           | i. DBMS                   |
| 10. Open Office Base   | j. Single point of Access |

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

- From where can we change the name of an user account ?  
a. Settings      b. Computer      c. Code Panel      **d. Control Panel**
- Identify the false statement  
a. Can find deleted file in recycle bin      b. Can restore files from recycle bin      c. **Can decrease free space of disk by sending files in recycle bin**      d. Can right click and choose empty recycle bin to clean it at once.
- In Ms-Word view menu Header and Footer are visible in \_\_\_\_\_  
a. Web Layout      b. Page Layout      c. **Print Layout**      d. Draft
- We can remove/Hide border of a shape in MS-Word by selecting \_\_\_\_\_  
a. No Line      b. **No Outline**      c. White Line      d. No Border
- To see all the slides in one screen of MS-Powerpoint we can use \_\_\_\_\_ from view menu  
a. **Slide sorter**      b. Slide      c. Master      d. Slide show
- Which operator is used to filter and display rows when all (2 or more) conditions are satisfied?  
a. Range      b. In      c. Call      **d. And**
- What linux command is used to terminate or restart processes ?  
a. Who      b. Cat      c. **Kill**      d. Tail
- How to insert a function in Calc?  
a. **Ctrl F2**      b. Ctrl F4      c. Ctrl F6      Ctrl F10
- Which is not a filter in calc?  
a. Auto filter      b. Standard filter      c. Advanced filter      **d. Normal filter**
- A web address is also called as  
a. **URL**      b. ULR      c. RLU      d. LUR

**IV. Say TRUE or FALSE**

Computer on Office Automation

1. EEPROM stands for Error Erasable Programmable read only memory **FALSE**
2. Laser Printer is a type of printer which uses pins impacting on ink ribbon to print. **FALSE**
3. RTOS is an Operating system **TRUE**
4. Impress cannot be used for commercial purpose **FALSE**
5. Linux is not a secure operating system **FALSE**
6. The transfer of data from a CPU to the peripheral devices of a computer is achieved through computer parts. **TRUE**
7. Primary key is used to set a unique field **TRUE**
8. OpenOffice calc is not the part of OpenOffice Package **FALSE**
9. DSL stands for Digital Special Line **FALSE**
10. A track changes is a way of MS-word to keep track of the changes made to a document. **TRUE**

#### V. Write short answers from the following

1. What is the procedure for inserting symbols in MS word documents?
  - Open Microsoft word
  - Place the cursor where the symbol has to be inserted
  - Click insert on the Menu Bar
  - Select Symbol, Symbol Dialog Box appears
  - Then select symbol and Insert.
2. **What is sorting ? How can you sort a cell range in MS-Excel**  
*Sorting is any process of arranging items in Ascending or Descending order  
 Select the cell range in MS EXCEL and then sorted in ascending, descending or custom order.*
3. **How will you create ms-Access forms and mention its use?**
  - In the navigation pane, select table.
  - Select the create tab, locate the forms group, and click the form command
  - Form will be created and opened in Layout view.
  - Click the save command on the Quick Access Toolbar

Uses : Ms-Access form is used to create a user interface for a database application. It can be used to enter, edit or display data from the data source.

4. **How do you create and save a file in calc?**
  - Click OpenOffice.org then spreadsheet
  - Open the calc sheet to create
  - Choose file – Save
  - In the file name box, enter the name for the file and click save.
5. **List out any four drawing tools in OpenOffice Writer**
  - Circles, Lines, Ellipse, Freeform, Arrows, Stars, Points and etc.,

#### 6. What are Linux Permission?

Every file in Linux has the following attributes

User, Group and Others.

The permissions of a file are the first line of defense in the security of a Linux system

The basic building blocks of Linux permissions are the

**read**(Grants the capability to read),  
**write**(Grants the capability to modify), and  
**execute**(execute permissions can run a file )  
 chmod command is used to change the file/dir permissions.

Example

```
#chmod u=rwx,g=r,o=x a.txt
```

```
#chmod 777 a.txt
```

### 7. What is template in Impress ?

A **template** is a pattern or blueprint of a slide or group of slides

**Templates** can contain layouts, colors, fonts, effects, background styles, and even content.

### 8. Write any two types of reports in Open Office Base

- i. Creating a New Report Manually In Design View
- ii. Creating a New Report With the Report Wizard

### 9. What is chart in Ms-Excel Name 3 types of charts

A **chart** is a powerful tool that allows you to visually display data in a variety of different **chart** formats such as Bar, Column, Pie, Line, Area, Doughnut, Scatter, Surface, or Radar **charts**

### 10. How can we insert date and time in Excel

For Insert Date: press ctrl+;

For Insert Time : press ctrl+shift+;

### 11. What is queries in MS-Access? Name two types of queries

A **query(question)** is a request for data or information from a **database** table or combination of tables.

Types of Query

DDL (Data Definition Language)

DML (Data Manipulation Language)

### 12. What is trigger, in context of animations in Powerpoint?

An item on the slide that performs an action when clicked is called as trigger

### 13. What is search engine? Give an example.

Search engine is a software system that is designed to search for information on the World Wide Web. A user enters keywords into a search engine and receives a list the Text, Image, Videos and websites. **Example:** google, yahoo and MSN

### 14. Write the expansion of MODEM?

Modulator and Demodulator

### 15. What is Trash?

The **Trash** is a location where deleted files are temporarily stored

## VI. Write answers in details

1. (a) Explain about the input and output devices(**pg.no.14**)

**Or**

- (b) Explain the various components of CPU

2. (a) Write short notes on i. Multitasking(**pg.no.21**), ii. Wordpad(**pg.no.27**)  
iii. Hotkeys (**pg.no. 27**)  
or  
(b) Explain the following Linux Commands  
i.news(**pg.no. 39**) ii. Mail(**pg.no.38**) iii. Merge(**pg.no.38**)  
iv. Chmod(**pg.no.37**)

3 (a) **Explain any three applications that come with OpenOffice.org**  
**OpenOffice Writer**

OpenOffice is the leading open source office software suite for word processing, spreadsheets, presentations, graphics, databases and more. It is available in many languages and works on all common computers. It stores all your data in an International open standard format and can also read and write files from other common office software packages. OpenOffice is easy to learn.

**OpenOffice Calc**

Calc is the spreadsheet component of OpenOffice.org. OpenOffice Calc is a popular open source spreadsheet application maintained by Apache Foundation. Spreadsheet is a very useful office automation tool to organise, analyse and store data in a tabular form. The true power of the spreadsheet is its ability to handle complex mathematical calculations and automatically recalculate totals as the underlying data in the sheet changes. Spreadsheet users can adjust any of the stored values and can observe the effects on the calculated values. This is called "What if " analysis.

**OpenOffice Calc**

OpenOffice.org offers a very powerful and flexible database system with Base. Databases are very useful programs that allow us to store, Retrieve and organize information. Base offers wizards to help users to create Tables, Queries, Forms and Reports.

Database Concepts

- Database – a collection of related tables
- Tables – a collection of related records
- Record – collection of fields (table row)
- Field – collection of characters (table column)
- Character – single alphabetic, numeric or other symbol

**Or**

**(b) What is a slide transition? Mention any three transition effects in impress**

Slide transitions are the effects that take place when one slide gives way to the next one in the presentation.

**Modify Transition:** Modify the selected transition by changing the speed or adding a sound in the modify transition area.

**Apply to Selected slides:** In the apply to selected slides list, selected a transition such as no transition, wipe up, wipe right, wipe left, wipe down, wheel clockwise – Wheel -1 etc.,

**Custom Animation:** It is used to animate pictures, graphics and charts. Many presenters like to add animation to make their presentation more dynamic. There are four types of animations that can be applied: an entrance effects, emphasis effect, an exit effect, and a motion path effect.

4. **(a) Explain about quick access tool bar and format painter in MS-WORD**

**The Quick access toolbar** is located to the right of the Microsoft office button. It contains a set of commands that are independent of the tab on the ribbon that is currently displayed, for example Redo, Undo, and Save. Word 2007 allows to customize the Quick access toolbar, meaning that can add and remove commands.

**Format Painter** is used when you want to copy formatting from one item to another. For example if you have written text in Word, and have it formatted using a specific font type, color, and font size you could copy that formatting to another section of text by using the Format Painter tool.

**Or**

**(b) What are the salient features of MS-Access**

- It allows us to create the framework(forms, tables, and so on) for storing information in a database
- Microsoft access has capabilities to answer more complex requests or queries.
- Access queries provide the capability to combine data from multiple tables and place specific conditions on the data retrieved.
- Access provides a user-friendly forms interface that allows users to enter information in a graphical form and have that information transparently passed to the database.
- Microsoft access allows opening the table and scrolling through the records contained within.

5. **(a) Differentiate the absolute and relative addressing in MS-Excel with an example.**

Absolute	Relative

**Or**

**Explain advanced filtering in MS-Excel**

The Advanced filter is used to filter a data set, depending on user-defined criteria, that can be applied to several columns of data simultaneously. These criteria are specified on the same spreadsheet as the range to be filtered, rather than in a drop-down menu. In order to perform an Excel advanced filter, it is need to specify a list-range and a criteria\_range. These ranges both specify ranges of cells on the working spreadsheet. They are defined as follows:

List_range	The range of cells that want to filter. This range should include headers at the top of each column
Criteria_range	A range of cells (generally positioned above or below the list_range),in which the filtering criteria are specified.

Criteria listed on the same row are linked by the “AND” operator, AND criteria listed on the different rows are linked by the “OR” operator. Therefore, the criteria in the example spreadsheet translate to the condition:

Example (tamil%>=60 AND english %>=60 AND maths%>=60) OR maths %>=90

### Filtering Text values

<b>=text=text</b>	Select cells whose contents are exactly equal to the string "text"
<b>&lt;&gt;text</b>	Select cells whose contents are not equal to the string "text"
<b>Text</b>	Select cells whose contents begin with the string "text"
<b>&gt;Text</b>	Select cells whose contents are ordered (alphabetically) after the string "text"
<b>*text*</b>	Select cells whose contents contain the string "text"
<b>text*text</b>	Select cells whose contents begin with the string "text" AND contains a second occurrences of the string "text"
<b>=text*text"</b>	Select cells whose contents begin with the string "text" AND end with the string "text"
<b>?text</b>	Select cells whose contents begin with any single character, followed by the string "text"
<b>=text?text"</b>	Select cells whose contents begin with the string "text" AND end with the string "text" AND contain exactly one character between these two strings
<b>=text???"</b>	Select cells whose contents contain exactly 3 characters

- 5**
- (a) What are the steps to import data from MS-EXCEL to MS-ACCESS ? (pg.no136)**  
**or**  
**(b) What are the different types of internet connections? Explain(176)**