



AIM INSTITUTE, MYLAPORE

(COA – COMPUTER ON OFFICE AUTOMATION TRAINING CENTRE IN CHENNAI)

Government Question Paper Date : 04-Jan-2020

249

Time: Two hours

(Maximum Mark: 100)

[N.B: Answer all Questions]

I Fill in the blanks:

1. _____ is also called as the working memory of the CPU.(RAM)
2. _____ key is used as shortcut for renaming the selected folder.(F2)
3. GUI stands for _____ (Graphical User Interface)
4. To get the symbol dialog box, click on the _____ menu and choose symbol(Inset)
5. A _____ field can store alphanumeric characters, very long strings upto 65,538 characters.(Memo)
6. Open office.org presentation program is called as _____ (Impress)
7. Special effects used to introduce slides in a presentation are called _____ (Transition)
8. To prevent two words from being separated at the end of a line in open office writer, press _____ after the first word.(Ctrl+Spacebar)
9. The _____ button is used to add up a series of numbers in MS-Excel(Autosum)
10. In Base, a table can be saved by pressing _____ on the keyboard(ctrl+s)

II. Match the following

- | | |
|-----------------------|---------------|
| 1. MODEM | a TCP |
| 2. Refreshing Content | b Underlining |
| 3. Insert Footnote | C Alt+Ctrl+F |

- | | |
|------------------------------------------------------------|---------------------------------------|
| 4. Replace | D Orientation |
| 5. Formatting Toolbar | E Internet |
| 6. Strikethrough | F F5 |
| 7. Landscape | G Ctrl+H |
| 8. Displaying all objects contained in document in Impress | H Ctrl+Home |
| 9. First field of first record | I Line through the middle of the text |
| 10. Connection oriented Protocol | J Navigator |

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

III. Choose the best answer:

- What type of resource is most likely to be a shared common resource in a computer network?
 - Printers**
 - Speakers
 - Floppy disk drives
 - Keyboards
- Which symbol is used with cat command for creating files?
 - <
 - >**
 - /
 - *
- _____ copies format from one place to another
 - Format painter**
 - Paint format
 - Font Set
 - Group
- Which is not a font style?
 - Bold
 - Superscript**
 - Regular
 - Italic
- Which of the following data type is used to store logical value in MS-Access?
 - True/False
 - On/Off
 - Yes/No**
 - All
- Which of the following is not a transition effect?
 - Blinds Diagonal**
 - Dissolve
 - Fade through Black
 - Blinds Vertical
- FTP uses port _____ for the control connection, and port _____ is used for the data connection.
 - 20, 21
 - 21, 20**
 - 20,20
 - 21, 21
- _____ can be very helpful to align several objects such as graphics or tables.
 - Grid Align
 - Align Graphics
 - Object align
 - Snap to grid**
- Open office.org presentation program has features like
 - Spelling Checker
 - Thesaurus
 - Text and background Styles
 - All**
- In Impress, which view shows thumbnail versions of all your slides arranged in horizontal rows.
 - Notes
 - Slide Sorter**
 - Outline
 - Handout

IV Say True or False

- Plotter is a graphical input device(**False**)
- Write allows a user to move a file to another folder or directory(**False**)
- A blog is a website where entries are made in journal style and displayed a reverse chronological order.(**True**)
- The entry 345X will be treated as a text entry in Excel(**True**)
- The currency data type adapts to the region and language settings of the operating

- system **(True)**
6. Powerpoint limits the user to six colors for fill and line color changes. **(False)**
 7. Slide sorter view enables you to easily move, copy or delete slides in Power point**(True)**
 8. Open Office.org does not have a grammar checker. **(True)**
 9. Delete with No action in Base will delete the record you want but will not delete the records associated with it**(True)**
 10. Data from any record can be placed in a report header.**(False)**

V. Write short answers for the following

1. **What are the logical operations performed by ALU?**

It does all the arithmetic and logical operations. It also stores the results of intermediate calculations.

2. **What are the characteristics of laser printer?**

- High Resolution
- Fast Printing
- No Noise
- Use Laser Beam and Dry Power to produce a Quality Image

3. **Why is linux called as open source operating system**

Linux operating system is Freely available in Internet

Linux code has been made publicly and freely available to anyone who wants to see it and modify.

4. **State the procedure to find and replace a text**

Find a Text

- Click Home Tab → Editing Group → Click Find or Press Ctrl+F
- Enter the phrase to locate in the Find What
- Click Find Next button to find

Replace a Text

- Click Home Tab → Editing Group → Click Replace or Press Ctrl+H
- Enter the phrase and also enter text to replace
- Click Replace/Replace all Button to Replace

5. **What is the use of paint brush format ?**

It is easily apply the same formatting such as color, font style and size, and border style, to multiple pieces of text or graphics. This will copy all of the formatting from one object and apply it to another one.

6. **Explain importing and exporting documents in open office writer**

Importing

- Click Insert Menu → File

- Choose file and Click Open
- Then specify the Character set, Fonts, Language etc.,
- And Click Ok

Exporting

- Open a file
- Click File Menu → Export
- Then change the file save as type (ex.pdf)
- Then Click Save

7. What is the “what if” condition in Excel formula?

- It is a function, categorized as a logical function.
- The if function performs a and return one value for a true result and another for a False Result

8. What are the benefits of using multiple worksheets?

- We can work with large amount of data.
- Multiple worksheets can be created to help to organize the workbook.
- Multiple changes can be done in multiple worksheets through a single change.

9. What are the types of reports in MS-Access

- Columnar
- Tabular
- Justified

10. What is a cascade delete?

Cascade delete means that if a record in the parent table is deleted, then the corresponding records in the child table will automatically be deleted.

11. List the steps for inserting a picture in power point presentation

- Place the cursor where you want to insert a picture in your slide
- Click on Insert Tab → Illustrations Group → Click on Picture Icon
- Browse the and select the picture then click Insert

12. What is a placeholder?

Placeholders are the dotted-line containers on slide layouts that hold such content as titles, body text, tables, charts

13. What will happen if you delete the bookmark at the end of the document in open office writer?

If you delete the book mark at the end of the document in open office writer the word won't delete the bookmark.

14. Give the difference between MS Excel and Open Office Calc

Ms-Excel	OpenOffice Calc
<ul style="list-style-type: none"> ▪ Excel uses Microsoft's Visual Basic for Applications (VBA) programming language 	<ul style="list-style-type: none"> ▪ Calc uses its own OpenOffice BASIC language
<ul style="list-style-type: none"> ▪ When writing formulae in Excel you can use both semicolons and commas. 	<ul style="list-style-type: none"> ▪ When writing formulae in Calc, you have to separate parameters using semicolons

- 15.
- Within Base, which command should a computer user execute prior to running a query to eliminate duplicate entries?**

SELECT DISTINCT command should a computer user execute prior to running a query to eliminate duplicate entries.

VI. Write answer in detail:

1. (a) Describe the applications of computer (Pg.No. 5)
(or)
(b) Elaborate on various output devices(Pg.No. 15)

2. (a)
- Elaborate editing images with Microsoft Paint**

- Click Start Button → All programs- Accessories → Click Paint
- Click File Menu → Open
- Browse and Locate the picture file and Click Open
- Now use the Various tools
 - Example : Select the Free form select and tools and then click and drag on the image to select portions of picture.
 - The crop out these elements by choosing Edit → Cut
 - Adding Text: Select the Text tool and then click and drag on the image to create a text box in which one can enter and format text
 - Then Click Save button

(or)

- (b)
- Write about any file dialog boxes in MS-Word.**

Open Dialog Box	<ul style="list-style-type: none"> ▪ Click File Tab → Open ▪ Open Dialog box is used to open a file.
Save / Save As Dialog Box	<ul style="list-style-type: none"> ▪ Click File Tab → Save/Save As ▪ This Dialog box is used to saving a file.
Font Dialog Box	<ol style="list-style-type: none"> a) Home Tab → Font Group → Font group Launcher b) Now Font Dialog box appears c) Now we can set/change the following <ul style="list-style-type: none"> ▪ Font Style, Size and Style ▪ Effects ▪ Character spacing Settings
Paragraph Dialog box	<ul style="list-style-type: none"> ▪ Home Tab → Paragraph Group → Paragraph group Launcher

	<ul style="list-style-type: none"> ▪ Now Paragraph Dialog box appears. ▪ Now we can set indents, spacing and Line and Page Breaks
Page Setup Dialog Box	<ol style="list-style-type: none"> a) Click Page Layout Tab → Page Setup Group → Click Page Setup Launcher b) Now Page Setup Dialog box appears. c) Now we can set / Change the following page setup <ul style="list-style-type: none"> ▪ Margin ▪ Paper ▪ Layout

3. (a) List at least ten shortcut keys in MS-Office and Write their usage

MS-Office Shortcut Keys	Description
Ctrl+O	Opens the dialog box or page for selecting a file to open.
Ctrl+P	Open the print window.
Ctrl+S	Save the open document
Ctrl+A	Select all contents of the page.
Ctrl+C	Copy selected text.
Ctrl+N	Opens new, blank document window.
Ctrl+V	Paste
Ctrl+X	Cut selected text.
Ctrl+Z	Undo last action.
Ctrl+Y	Redo the last action performed.

Open Office Writer Shortcut keys	Description
Ctrl+O	Opens the dialog box or page for selecting a file to open.
Ctrl+P	Open the print window.
Ctrl+S	Save the Open Office Writer Document
Ctrl+A	Select all contents of the page.
Ctrl+C	Copy selected text.
Ctrl+N	Opens new, blank document window.
Ctrl+V	Paste
Ctrl+X	Cut selected text.
Ctrl+Z	Undo last action.
Ctrl+Y	Redo the last action performed.

(or)

(b) Explain security options and warning in Open Office Writer(Pg.No. 220)

4 (a) Explain about sorting, filtering in MS-Excel (Pg.No. 110 and Pg.No.111)

(or)

(b) Explain any three chart types available in Excel

A chart is a powerful tool that allows to visually displaying data in a variety of different chart formats such as Column, Line, Pie, Bar, Area, X Y(Scatter), Stock, Surface, Doughnut, Bubble and Radar.

Column Chart : A Column Chart typically displays the categories along the horizontal axis and values along the vertical Axis. The column chart very effectively shows the comparison of one or more series of data points. But the clustered Column Chart is especially useful in comparing multiple data series.

Line Chart : Line Charts can show continuous data over time on an evenly scaled Axis. Therefore, they are ideal for showing trends in data at equal intervals, such as months, quarters or years. Line chart category data is distributed evenly along the horizontal axis. Value data is distributed evenly along the vertical axis.

Pie Chart : Pie Charts show the size of the items in one data series, proportional to the sum of the items. The data points in a Pie Chart are shown as a percentage of the whole Pie. It can only display one series of data. A data series is a row or column of numbers used for charting.

5. (a)How do you import data from other database to MS Access with example?(Pg.No.

136)

d

(or)

(b) How do you create a query using the query design view in Base(Pg.No. **145)**

6. (a) What are the steps involved in printing handouts in Impress.(Pg.No. **173)**

(or)

(b) Write in detail the steps involved to start a slide show of the power point presentation with animation effects.(Pg.No. **160)**