

06.02.2020  
STD-VI

EVERWIN MATRIC HR. SEC.SCHOOL  
FORMATIVE ASSESSMENT-3 TIME – 2½hrs  
Information Technology Marks-60



**IECD**  
Institute for Entrepreneurship and Career Development  
**Bharathidasan University**  
Tiruchirappalli – 620 023  
IT Programmes under SUITS 2019-2020  
Annual Examination, February - 2020  
Certificate in Office Automation



Name of the Student :	School Code :
Register No. :	Prog. Code : COA
<b>Total :</b>	

Instructions:

1. Questions from 1 to 60 carry 1 mark each. **USE BLUE INK PEN TO ANSWER THE QUESTIONS.**
2. Respond to the question no. 61 in the space provided below the question.
3. Submit the Question Booklet (QB) to the invigilator after the examination is over.

(Course – I) Office Automation

Time: 2 Hours

Marks: 60

I. CHOOSE THE CORRECT ANSWER

(35 x 1 = 35)

b. If anyone wants to change the choice of a question after his/her response, he /she has to put  in the encircled choice ex.  and then encircle the choice he/she chooses.

1. The keyboard shortcut to insert a new slide in PowerPoint is \_\_\_\_\_.  
a. Ctrl + M      b. Ctrl + N  
c. Ctrl + W      d. Ctrl + E
2. The formatting toolbar has minimum font size \_\_\_\_\_ and maximum font size \_\_\_\_\_.  
a. 8, 72      b. 12, 144  
c. 1, 100      d. 10, 150
3. \_\_\_\_\_ tab provides quick access to frequently used commands like Save, Print, Open.  
a. Review      b. File  
c. Design      d. Animation
4. We have to press the \_\_\_\_\_ key to end the slide show.  
a. Enter      b. Tab      c. Ctrl      d. Escape
5. \_\_\_\_\_ presentation is designed to run continuously at tradeshows, weddings or reunions.  
a. Kiosk      b. Rehearse  
c. Template      d. None of these
6. Files created in MS Word has the file extension \_\_\_\_\_.  
a. .exe      b. .xlsx      c. .word      d. .docx
7. The \_\_\_\_\_ pane shows a text outline of all the information on the slides.  
a. slides      b. outline  
c. place holder      d. groups
8. A \_\_\_\_\_ is composed of the Column letter and the Row number.  
a. Cell address      b. Formula  
c. Function      d. Chart
9. To sort in alphabetical order, we have to click the \_\_\_\_\_ command in the Editing group on the Home tab.  
a. Find      b. Paragraph  
c. Cell styles      d. Sort and Filter
10. Chart group is available in the \_\_\_\_\_ tab.  
a. View      b. Review  
c. Insert      d. Home
11. Math & Trig is a category of \_\_\_\_\_.  
a. Function      b. Tab  
c. Formula      d. Command




12. Charts are also known as \_\_\_\_\_.  
a. designs      b. graphs  
c. plans      d. worksheets
13. \_\_\_\_\_ option is useful for checking out data in other parts of your workbook without losing your header or labels.  
a. Freeze pane      b. Protect  
c. Hide sheet      d. None of these
14. Show training command is available in the \_\_\_\_\_ tab.  
a. view      b. home      c. insert      d. help
15. \_\_\_\_\_ view lets you see an overview of your spreadsheet, which is helpful when you're adding page breaks.  
a. Page break      b. Normal  
c. Page layout      d. None of these
16. A \_\_\_\_\_ is a group of cells that runs from the left of the page to the right.  
a. column      b. row  
c. cell      d. page
17. To insert pictures, we have to click on the Pictures option in the \_\_\_\_\_ group.  
a. Text      b. Media  
c. Images      d. Links
18. The keyboard shortcut to insert a worksheet is \_\_\_\_\_.  
a. Shift + F12      b. Shift + F9  
c. Shift + F8      d. Shift + F11
19. The keyboard shortcut to move to the next worksheet is \_\_\_\_\_.  
a. Shift + PgUp      b. Ctrl + PgUp  
c. Alt + PgUp      d. None of these
20. The keyboard shortcut to select the entire column is \_\_\_\_\_.  
a. Alt + spacebar      b. Shift + spacebar  
c. Ctrl + spacebar      d. all these
21. By default, the numbers are \_\_\_\_\_ aligned in a cell.  
a. Left      b. Center  
c. Right      d. None of these
22. Which tab contains the option of bullets and numbering?  
a. Home      b. Insert      c. View      d. Layout
23. Which one of the following is not a font style?  
a. Book Antique      b. Times New Roman  
c. Arial      d. Subscript
24. Paragraph group is available in the \_\_\_\_\_ tab.  
a. View      b. Review      c. Page layout      d. Insert
25. In MS Word, Spelling and Grammar command is available in the \_\_\_\_\_ tab.  
a. Layout      b. Home      c. Design      d. Review
26. \_\_\_\_\_ is generally used to add page numbers.  
a. Header      b. Margin  
c. Footer      d. Cell
27. Each worksheet in Excel contains \_\_\_\_\_ columns.  
a. 16,384      b. 16,385  
c. 16,386      d. 16,387
28. \_\_\_\_\_ is a simple fading effect displayed when moving to the next slide.  
a. Animation      b. Transition  
c. Presentation      d. Template
29. The keyboard shortcut to minimize the Window is \_\_\_\_\_.  
a. Alt + Spacebar + N  
b. Ctrl + Spacebar + N  
c. Shift + Spacebar + N  
d. None of these
30. We can search for \_\_\_\_\_ using the find option in MS Word.  
a. characters      b. numbers  
c. symbols      d. all these
31. A(n) \_\_\_\_\_ chart emphasizes the magnitude of change over time.  
a. pie      b. bar  
c. area      d. radar
32. By default, pressing Tab key moves the insertion point by \_\_\_\_\_ inches.  
a. 1      b. 0.2      c. 0.4      d. 0.5
33. As you select a cell, the cell address appears in the \_\_\_\_\_.  
a. cell itself      b. name box  
c. status bar      d. title bar

34. \_\_\_\_\_ is a horizontal bar at the top of an active document.
- a. Title bar      b. Menu bar  
c. Status bar    d. Formula bar
35. Format painter option is present in the \_\_\_\_\_ group.
- a. Font            b. Styles  
c. Clipboard      d. Paragraph

**II. FILL UP THE BLANKS WITH YOUR LEGIBLE HANDWRITING** (5 x 1 = 5)

36. Letter wizard option is present in the \_\_\_\_\_ tab.
37. Single spacing in MS Word document causes \_\_\_\_\_ point line spacing.
38. The \_\_\_\_\_ toolbar appears in the top left corner of the power point screen.
39. The \_\_\_\_\_ view fills most of the computer screen with a preview of the presentation.
40. Files created in Excel are called \_\_\_\_\_.

**III. MATCH THE FOLLOWING** (write the correct question number within the parenthesis) (10 x 1 = 10)

- |   |   |                  |        |
|---|---|------------------|--------|
| 41. Find and Replace  | - | Filter           | (    ) |
| 42. Print preview   | - | Justify          | (    ) |
| 43. Range   | - | Fill color       | (    ) |
| 44.  | - | Ctrl + Alt + I   | (    ) |
| 45.  | - | Ctrl + F         | (    ) |
| 46. Save as   | - | Ctrl + Shift + C | (    ) |
| 47. Find the word   | - | (A5 : A10)       | (    ) |
| 48.  | - | F12              | (    ) |
| 49. Ctrl + J  | - | Editing group    | (    ) |
| 50. Format painter  | - | Normal view      | (    ) |

**IV. TRUE OR FALSE** (Put tick mark in the right answer) (10 x 1 = 10)

- |   |   |              |
|---|---|--------------|
| 51. In Word 2010, the user can customize the ribbon.  | - | TRUE / FALSE |
| 52. The ribbon replaces the menus and toolbars from previous version.   | - | TRUE / FALSE |
| 53. We have to press tab key to start a new paragraph.  | - | TRUE / FALSE |
| 54. You cannot rename, add and delete worksheets.   | - | TRUE / FALSE |
| 55. Some groups have an arrow in the bottom right corner that you can click to see more options.                      | - | TRUE / FALSE |
| 56. Each cell has a name or a cell address.   | - | TRUE / FALSE |
| 57. Column has a numerical heading range.   | - | TRUE / FALSE |
| 58. AutoSum command does not select the range of cells.   | - | TRUE / FALSE |
| 59. Displaying data in a well-conceived chart can make your numbers more understandable.                              | - | TRUE / FALSE |
| 60. PowerPoint has features that let you add tables into slides and also format them to enhance their visual effects. | - | TRUE / FALSE |

**V. ANSWER THE FOLLOWING (NOT EXCEEDING 50 WORDS)**

61. a) Explain the following icons: grow font and shrink font.

(OR)

b) Write the differences between Name box and Formula bar.

Answer: