



**Computer On Office Automation**  
**Government Question Paper January 2016**



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

**I. Fill in the Blanks**

**10 x 1 = 10**

1. \_\_\_\_ key is used to move cursor to the beginning of a line (Home)
2. OpenOffice.org is a world class \_\_\_\_ suite(office)
3. Ctrl+P is the shortcut key used to \_\_\_\_ (print)
4. Keyboard is an \_\_\_\_ device(input)
5. \_\_\_\_ key is the shortcut key used to undo the last action(Ctrl+Z)
6. OpenOffice has a \_\_\_\_ export feature that lets you to create PDF files(file)
7. URL stands for uniform \_\_\_\_ locator(resource)
8. Mail merge is a concept in \_\_\_\_ (word)
9. \_\_\_\_ is a full featured presentation tool in OpenOffice(impress)
10. Internet explorer is an example for web \_\_\_\_ (browser)

**II. Match the Following**

**10 x 1 = 10**

1. Wallpaper                      a. Modem

- |                      |                       |
|----------------------|-----------------------|
| 2. Ctrl+S            | b. Café               |
| 3. Not null          | c. Base               |
| 4. Word processor    | d. Desktop background |
| 5. Restore           | e. Writer             |
| 6. Database          | f. No empty values    |
| 7. Posting           | g. Ctrl+F             |
| 8. Dialup connection | h. save               |
| 9. Find              | i. Entries in ledger  |
| 10. Spread sheet     | j. Recycle bin        |

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

### III. Choose the best answer

**10 x 1 = 10**

- Which of the following is a storage device with the larger capacity?  
a) DVD b) CD-ROM c) **Hard disk** d) Floppy disk
- Which of the following is the best quality photo printer?  
a) **Inkjet** b) Laser c) Line d) Dot matrix
- Which of the following was the first operating system developed by Microsoft?  
a) **MS-DOS** B) WINDOWS C) UNIX D) LINUX
- Which of these terms is used to represent an error in a computer program?  
a) Mistake b) Error c) **Bugs** d) fault
- What type of device is a camera?  
a) Input b) output c) memory d) **Both (a) & (b)**
- What is the correct path to start MS access?  
a) **Start programs Microsoft office ms access** b) start program accessories ms access  
c) Start run ms access d) start accessories Microsoft office ms access
- Which program in MS Access is used to automate a repetitive task?  
a) Reports b) forms c) **Macro** d) Pages
- What is the function of 'Is' command in Linux?  
a) List files in the specified directory b) **List all files in the current directory**  
c) list all files including hidden files d) List files in long format
- In which area, you can create photo album in OpenOffice?  
a) Base b) Calc c) **Impress** d) Writer
- What is the keyboard shortcut for creating a new document in OpenOffice?  
a) Ctrl+V b) **Ctrl+N** c) Ctrl+Z d) Ctd+X

### IV. Say TRUE or FALSE

**10 x 1 = 10**

- Computers are fast, accurate, reliable and provide huge capacity of storing data  
(**True**)
- Expansion of www is World Wide Web (**True**)
- Merge cells is used to divide the cells into two(**False**)
- A file is a collection of cells(**False**)
- The top most bar in the application window is status bar(**False**)
- Primary key is used to allow the duplicate values(**False**)
- Calc is a full features word processor in OpenOffice(**False**)
- Alt+tab key is used to switch between applications(**True**)
- It is possible to export drawing as macro media flash files in Openoffice draw(**True**)

10. HTTP is used to transfer files(False)

**V. Write short answer for the following**

**15 x 2 = 30**

1. **What is an Operating system(Page No. 20)**
2. **Define computer (Page No. 2)**
3. **How will you change the date and time in your computer?**
  - Right click on the task bar clock → Adjust Date and Time
  - Date and Time Dialog box appears → Click on Change Date and Time
  - Now, change the date and time
4. **Write any two uses of internet?**
  - Internet is the cheapest and fastest means of getting information, providing information and compiling information.
  - Getting information: the users can access these information easily by using software like Gopher in a logical fashion
5. **How will you merge two cells in MS-Excel?**
  - Select the two cells and Click Home → Alignment group → Click Merge and Centre
  - Now, Two cells are merged into one cell
6. **Define Linux and write any two features of it.( Page No. 31)**
7. **Is OpenOffice, compatible with Microsoft Office? Justify.**  
OpenOffice is a free, open-source alternative to Microsoft's Office. You can set Windows to edit OpenOffice files with Microsoft office to make use of advanced features, such as integrating with MS-Word, MS-Excel, Ms-Access and MS-Powerpoint.
8. **What is the use of primary key?**
  - Primary keys is Constrain or rule.
  - It must be Unique and Not Null.
9. **Write any two applications of smart phones.**
  - **WhatsApp:** Messenger is a freeware. It allows users to send text, audio, video, share documents etc.,
  - **Maps:** Map is a web application used in Smartphone. It offers satellite imagery, Street map, Route planning for travelling etc.,
10. **How do you change column width in Excel to fit the contents?**  
Right click on the column labels and choose Column Width. Type in a number in the pop up window to change the width of the column.
11. **Write about any two special features does OpenOffice comes with.**
  - **Free to download.**
  - **Support for many file formats**
12. **How Ctrl+ F6 key is used in MS Word and OpenOffice?**  
To switch between the opened documents in a particular software
13. **What is filtering? How can it be done in Excel?(page.no. 113)**
14. **How will you do, find and replace in OpenOffice Writer?**
  - Open OpenOffice Writer → Go to Edit → Find & Replace (or) Press Ctrl+F
  - Type the text we want to find in 'Search for' box. Type the text we want to replace in 'Replace with' box. Click 'Replace All'. When finished click 'OK' button.
15. **What is meant by Blog?(Page No. 178)**

**VI Write answers in detail:**

**6 x 5 = 30**

- 1 (a) Explain about the history and Generation of Computer(Page No. 2 & 3).  
(or)  
(b) Explain about CPU with necessary Diagram(pg.no.7)

2. (a) Explain the functions of operating system. (page no. 20)

(or)

(b) Explain following Linux commands:

(1) **cmp** (pg.no.34) (2) **mkdir** (pg.no.36) (3) **pwd** (pg.no. 36) (4) **mv** (pg.no. 37)  
(5) **kill** (pg.no. 38)

3. (a) Compare MS Office and OpenOffice.

MS-Office	OpenOffice
<ul style="list-style-type: none"> <li>▪ Proprietary Software</li> </ul>	<ul style="list-style-type: none"> <li>▪ Open Source Software</li> </ul>
<ul style="list-style-type: none"> <li>▪ Paid Software</li> </ul>	<ul style="list-style-type: none"> <li>▪ Freely available in Internet</li> </ul>
<ul style="list-style-type: none"> <li>▪ Exports to PDF format by default</li> </ul>	<ul style="list-style-type: none"> <li>▪ Exports to various formats</li> </ul>
<ul style="list-style-type: none"> <li>▪ It contains the following packages</li> <li>▪ Word, Excel, Access and PowerPoint</li> </ul>	<ul style="list-style-type: none"> <li>▪ It contains the following packages</li> <li>▪ Writer, Calc, Base and Impress</li> </ul>
<ul style="list-style-type: none"> <li>▪ Tab and Ribbon based Menu</li> </ul>	<ul style="list-style-type: none"> <li>▪ List Based Menu</li> </ul>
<ul style="list-style-type: none"> <li>▪ User-friendly</li> </ul>	<ul style="list-style-type: none"> <li>▪ Not an User-friendly</li> </ul>
<ul style="list-style-type: none"> <li>▪ Popular</li> </ul>	<ul style="list-style-type: none"> <li>▪ Less Popular</li> </ul>

(or)

b) Explain the special features of OpenOffice.

- Support for MANY file formats
- a user-friendly formula editor is included in both OpenOffice
- You can also export files to PDF very simply as well as export files to HTML, XHTML and XML.
- Increased Document Protection in Writer and Calc
- Improved Slide Layout Handling in Impress
- Colored Sheet Tabs in Calc
- Hierarchical Axis Labels for Charts
- New Math Command 'nospace'
- Common Search Toolbar

4. (a) Explain about table formatting in Ms-Excel

- Open Ms-Excel and Enter data
- Select the **cells** you want to format as a table
- From the **Home** tab, click the **Format as Table** command in the **Styles** group.
- Select a **table style** from the drop-down menu. A dialog box will appear, confirming the selected **cell range** for the table.
- The cell range will be formatted in the selected table style.

Or

b) How will you create and report pay roll in MS Access?

**Step1:** Open ms-access 2007

**Step2:** Create Table with fields empid, empname, designation, salary, allowances, detection, netsalary and save (payroll)

**Step3:** Enter the data

**Step4:** Create query for net salary > 30000.

**Step5:** On the Create Tab → Reports Group → Click Report Wizard

**Step6:** Select Report Data Source (table or query) and Fields

**Step7:** Then, add grouping levels if required

**Step8:**Sort records by either ascending or descending order

**Step9:**Set the Layout and Select the Report Style

**Step10:**Name your Report Title and then Click Finish

Now you can access report will be displayed on the Screen

**5. (a)How will you create photo album in MS-Powerpoint?**

Individual pictures in every slide made into a presentation is called Photo Album

- Open a new presentation
- Insert →Photo Album →New Photo Album
- Click →File/Disk→Choose the picture →Insert
- Click Create
- Photo Album by default entities with a heading “Photo Album” and we can type the name under it.

**Or**

**(b) Explain the concept of mobile phone, tablet and their uses**

**Mobile :**Mobile device is a general term for any handheld computer or Smartphone.

**Characteristics of Mobile Devices**

- Wi-Fi or cellular access to the internet
- A battery that powers the device for several hours
- Size and weight that allows it to be carried in one hand and manipulated with the other hand
- Touch-screen interface in almost all cases
- The ability to download data from the internet, including apps and books
- Wireless operation

**Tablets**

- Tablets are portable, like laptops, but they provide a different experience. Instead of running a traditional laptop and desktop computer applications, they run apps designed specifically for tablets.
- Tablets come in all sizes, from slightly larger than a Smartphone to the size of a small laptop.
- E-readers are specialized tablets that are designed for reading digital books.

**6. a)Write the steps to create e-mail id. (pg.no. 179)**

**or**

**(b)With an example, explain the steps to create a pie-chart in OpenOffice calc.**

- Open Open Office Calc, and Enter data
- Click the Insert menu, Chart...
- Chart and chart wizard will appear
- Choose Chart type Pie Chart, Click Next
- Select the data range, then click Next
- Customize the data range
- Add you chart title, x-axis, y-axis
- Choose Left/Right/Top/Bottom from Display Legend Radio Button
- Then Click Finish Button

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