Computer On Office Automation
Government Question Paper July 2016

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

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I. Fill in the blanks   **10x1=10**

1. In OpenOffice-Calc the file will be saved as ____ extension(.ods)
2. _____ is the extension of word files(.docx)
3. SMPS stands for Switch Mode _____ Supply (Power)
4. In Linux ____ is the command used to count the total number of words in a file(wc -w)
5. ____ is a way to convert data from a different format and copy it into ms-access(import)
6. In an E-mail id ____ denotes educational institutions(.edu)
7. Query is available in ____(access/base)
8. In Macro media flash SWF stands for ____ Flash (Shock Wave)
9. _____ function in MS-Excel is used to search, one column of data and find Data in the corresponding row. (Clookup)
10. DSL stands for Digital ____ Line (Subscriber)

I. Match the following   **10x1=10**

1. Superscript   a. Word
2. Scanner   b. select entire worksheet
3. Cat   c. Records
4. Writer   d. Font effects
5. Ctrl+shift+spacebar   e. Powerpoint
6. Table   f. Create file
7. Excel   g. web browser
8. Skype   h. input device
9. Impress   i. spread sheet
10. Internet explorer   j. Video call

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

III. Choose the best answer   **10x1=10**

1. Which of the following is an example of primary storage device?
   (a)Hard Disk   b)CD-ROM   c)Floppy disk   **d)RAM**
2. CC in e-mail means
   a)**Carbon copy**   b)copy to copy   c)corrected copy   d)console copy
3. What happens when you click on Insert >> picture?
   a)it insert a picture into a sheet   b)it lets you to choose a picture to insert into a sheet
   c)**it opens insert picture dialog box**   d)None of the above
4. From which menu you can insert header and footer in MS-Office?
   a) Home   b) View   c) Design   d)**insert**
5. Which of the following retains the information when the power to the system is turned off?
   a)CPU   b)**ROM**   c) DRAM   d)DIMM
6. In Linux everything is stored as a
   a)**file**   b) Directory   c) executable   d) None of the above
7. In which menu chart option is available in MS-Excel?
   a)Home   b)**Insert**   c) Data   d) View
8. Which of the following is not a proprietary software?
   a) Microsoft windows   b)MS-Office   c)**Android**   d) openoffice
9. The shortcut key used in OpenOffice-writer for spell check is
   a)**F7**   b) F5   c) Android   d) OpenOffice
10. In which application, you can create photo album in OpenOffice?
    a) Write   b) Calc   c)**Impress**   d) Math

IV. Say TRUE or FALSE   **10x1=10**

1. Setting primary key to a field allows duplicate entries(False)
2. A byte is equivalent to 4 bits(False)
3. USB stands for Universal Synchronous Bus(False)
4. Font option is available in the Home menu in MS-Word(True)
5. In MS-excel, Tab is used for moving cursor to next cell in a row(True)
6. Special effects used to introduce slides in a presentation are called transition(True)
7. OpenOffice will not be able to read and write MS-Office files(True)
8. OpenOffice is legal for business or commercial purpose(True)
9. We cannot create charts using OpenOffice-Calc(False)
10. Mozilla Firefox is an example of web browser(True)

V. Write short answers for the following   **15x2=30**

1. **What are the advantages of computer?(pg.no. 2)**
2. **What are the types of computer networks?(pg.no.18)**
3. **Write the steps to open a new presentation in MS-Powerpoint.(pg.no. 154)**.
4. **What are the functions of OS?(pg.no.20)**
5. **What is the use of print preview?**
   A software function that allows a user to see what a document will look like if printed. It also helps to correct the mistakes in the format.
6. **What are the functions of Linux commands, 'whoami' and 'kill'?(pg.no.37 & 38)**
7. **What do you know about filtering in MS-Excel?(pg.no. 111)**
8. **List the names of database supported by OpenOffice-Base.**
   MySQL, Adabas D, MS Access and PostgreSQL.
9. **Write the formula for sum and average while working with MS-Excel.**
   The sum() functions adds all the numbers in a given rage of cells that you specify as arguments. Ex. **Addition** =sum(3,4,1) it returns 8

   The average() functions average all the numbers in a given rage of cells that you specify as arguments. Ex.**=average(12;4;6) – it** Returns the results as 7.3 i.e. (12+4+6)/3
10. **What are the application packages present in OpenOffice.org?**
    Writer, Calc, Impress and Base
11. **What is an OpenOffice-Impress?(pg.no. 166)**
12. **Define workbook in OpenOffice-Calc.**
    Workbook is the file in which we work and store our data. A workbook contains many sheets, with various kinds of related information.
13. **Define web browser.(pg.no. 177)**
14. **Define web.**
    The Web is the common name for the World Wide Web, a subset of the Internet consisting of the pages that can be accessed by a Web browser.
15. **Write the uses of WhatsApp(pg.no. 181)**

VI. Writer answer in detail   **6x5=30**
1. (a) **Explain the working principle of a computer with block diagram(pg.no. 7)**
   Or
   (b) **Explain about input and output devices (pg.no. 14)**
2. (a) **Explain the types of Operating System (pg.no. 21)**
   Or
   (b) **What is Linux? Write the features of Linux.(pg.no. 31)**
3. (a) **Write the steps to change margin and page size in MS-Office**

   Change Margin

   - In the ribbon, click the Page Layout tab.
   - Click the Margins tool in the Page Setup group
   - Click Custom Margins
   - Change your right and left margins to one inch
   - Click the default button

- Click Yes

Change Page Size

- In the ribbon, click the Page Layout tab.
- Click the Size tool in the Page Setup group
- Choose letter, legal, a3, a4 size etc.,
  Or

(b)Write the functions of any ten options available in table menu, in OpenOffice Writer.

- Insert : To insert a table (Ctrl+F12)
- Delete : To delete a table or a row or a column
- Select : To select a table or a row or a column
- Merge Cells : To bring together (merge) two or more cells in a row or a column
- Split Cells: To split a cell horizontally or vertically
- Protect Cells : To protect a cell, row, column or a table
- Merge Table: To join two consecutive table
- Split Table : To divide a single table into two
- AutoFormat : to format a table with the template designs
- Autofit: to make the table fit into the margin.

4. **(a)How will you use formulae in MS-Excel?**

Excel Functions are pre-designed formulas to perform simple and complex calculations. They accept arguments and return Values.
Functions are made-up of two parts

Arguments	Structure
Arguments are input values to functions enclosed within parenthesis.	Structure of a function defines its skeleton
It can be formulas, text, numbers, logical values, cell reference etc.	Structure begins with the equal '=' sign function name and followed by list of arguments. =function name(arg1,arg2….)

Important formula –SUM(). The sum() functions adds all the numbers in a given rage of cells that you specify as arguments.
Finding total in a ROW

- Click on the cell (Ex. f3)
- Type=sign
- Type the function name **sum**
- =sum(c3,d3,e3) **or** =sum(c3:e3)
- Press enter key , you will see the result.

Using other Formulae

=average(12;4;6)	Returns the results as 7.3 i.e. (12+4+6)/3
=count(23;12;4;53;66)	Returns the results as 5
=max(12;55;23;100)	Returns the results as 100
=min(12;42;5)	Returns the results as 5
=IF(A1>=40; "PASS"; "FAIL")	Displays the results of a conditional analysis of data from two sources. If the contents of A1 is greater than or equal to 40, then PASS is

	displayed, otherwise FAIL is displayed.

Or

(b) **Explain the steps to create chart in OpenOffice-Calc**

Creating Charts A chart (Bar Chart, Pie chart) is a visual representation of data contained in a spreadsheet.

 Procedures

- Open Open Office Calc, and Enter data
- Click the Insert menu, Chart…
- Chart and chart wizard will appear
- Choose Chart type(Column, Bar,Pie, etc., 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

5. **(a) how will you insert a picture in a slide in MS-Powerpoint?**
   - **Click insert tab→ Illustrations group → Click Picture**
   - **Browse folder → choose the file**
   - **Then Click Open**

   Or

   (b) How will you create a presentation in OpenOffice-Impress?(pg.no. 166)

6. **(a) Explain the different types of internet connections.(pg.no. 176)**

   Or

   (b) Explain briefly about social networking sites.

   Social Networking sites

   A social networking site is an online platform that allows users to create a public profile and interact with other users on the website.

   Facebook
   - Facebook is a social networking site that makes it easy for you to connect and share with family and friends online.
   - Originally designed for college students, Facebook was created in 2004 by Mark Zuckerberg while he was enrolled at Harvard University.
   - Facebook benefits include as a social networking pros provides benefits for business and individuals too, such as making a group, chatting with clients, making an event, wall stickers, reliable platforms, news feed, etc.
   - You can meet new people & have knowledge of various places, traditions & culture.

   Twitter
   - Twitter is an American microblogging and social networking service on which users post and interact with messages known as "tweets". ...
   - Registered users can post, like, and retweet tweets, but unregistered users can only read them

   Instagram
   - Instagram is an American photo and video-sharing social networking service owned by Facebook, Inc.