



**Computer On Office Automation
Government Question Paper July 2017**



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

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I. Fill in the blanks

10 x 1=10

1. CPU stands for ____ (Central Processing Unit)
2. ____ and Portrait are page orientation(Landscape)
3. ____ function displays a row data in a column or a column data in a row(Transpose)
4. Special effects used to introduce slides in a presentation are known as ____ (Transition)
5. ____ key is pressed for spell checking(F7)
6. ____ is the command used to remove directory in Linux(rmdir)
7. Open Office ____ is similar to MS Access(base)
8. www stands for ____ (World wide Web)
9. Open Office ____ is used for processing word document(writer)
10. In E-mail terminology CC stands for ____ (carbon copy)

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

- | | |
|-----------------|---------------------------|
| 1. Cache memory | a. Formatting |
| 2. Opera | b. Messenger |
| 3. Linux | c. Excel |
| 4. Presentation | d. High speed data access |
| 5. Blog | e. Impress |
| 6. VLOOKUP | f. Operating system |
| 7. Page style | g. Access |
| 8. Page style | h. Browser |
| 9. Queries | i. Spread sheet |
| 10. Whatsapp | j. Post |

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

III. Choose the best answer**10 x 1=10**

- Where is RAM located?
a)Expansion board b)External drive **c)Motherboard** d)All the above
- Full form of URL is ____
a)Uniform Resource Locator b)Uniform Resource Link c)Uniform Registered Link
d) Unified Resource Locator
- Where are saved files stored in the computer?
a) RAM b) Cache **c) Hard Disk** d) ROM
- Linux is an ____
a) Malware **b)Operating System** c) Application program d) Firmware
- 1 Megabyte is equal to ____
a) 1024 bytes **b)1024 Kbytes** c) 1024 GBytes d) 1024 bits
- Microsoft Office is a type of ____
a) System software **b)Application software** c)utility software d)firmware
- The default extension of calf file is ____
a) .odf b) .odw **c) .ods** d) .odcalc
- To pen an existing database, press ____ in the keyboard
a) Ctrl+N **b)Ctrl+O** c) Ctrl+X d) Ctrl+S
- To insert a new slide in PowerPoint, press ____ in the keyboard
a) Ctrl+M b)Ctrl+D c)Ctrl+T d)Ctrl+J
- What is the keyboard shortcut for creating a new document in Open Office Writer?
a) Ctrl+V **b)Ctrl+N** c) Ctrl+Z d) Ctrl+X

IV. Say True or False**10 x 1 =10**

- One byte is equal to 8 bits(True)
- OMR stands for Optical Message Reader(False)
- The function key F5 is used to check spelling(False)
- Ctrl+l is used to bold text or remove bold formatting(False)
- Alt+Y is used to open the external data tab in MS Access(False)
- Sound files cannot be added to a slide(False)
- Skype is an application to chat in video(True)

8. Ubuntu OS is not based on Linux OS(True)
9. In Linux everything is stored as a file(True)
10. It is possible to export drawings as Macromedia flash files in Open Office impress(True)

V. Writer short answers for the following 15x2=30

1. What is the use of port?(pg.no. 17)

2. What for Scroll bars are used?

Scroll bars are both vertical and horizontal. They have an arrow buttons to move through a document up or down, left or right to view the document.

3. List the advantages of mail merge feature.

- The advantages of mail merge is that the feature saves your time and efforts
- It is used to sending individual letters or envelopes to many people.

4. How do you open a file in Calc?

- Open OpenOffice Calc → Click Spreadsheet
- Click File Menu→ Open
- Browse file, and select file then Open Button.

5. What are the uses of reports in Open Office Base?

- Report is used to organize and present data from your Database
- Reports enable you to format your data in an attractive and informative layout for printing or viewing on screen.

6. List the effects that can be used to improve the presentations?

- **Entrance:** Changes how the selected item appears on the page
- **Emphasis:** Draws attention to the selected item while the slide is displayed.
- **Exit:** Changes the way the selected item disappears from the slide
- **Motion Path:** Animates the selected item so it moves to a specific place on the screen

7. What are Websites and URLs?

Website: A website is a page or collection of pages on the World Wide Web that contain the specific information.

URL (pg.no. 175)

8. Differentiate work book and work sheet in Calc

Work book	Worksheet
<ul style="list-style-type: none"> ▪ An Excel workbook is just like a file or a book 	<ul style="list-style-type: none"> ▪ The worksheet is single page spreadsheet or page in Excel
<ul style="list-style-type: none"> ▪ Complicated to connect workbook 	<ul style="list-style-type: none"> ▪ Easy to connect worksheet
<ul style="list-style-type: none"> ▪ Workbook contains worksheets 	<ul style="list-style-type: none"> ▪ Worksheet contains Rows, columns and Cells.

9. Define notepad.(pg.no. 27)

10. Is OpenOffice compatible with Microsoft Office?(Govt. Q&A January 2016, V-7)

11. How can you customize your desktop?

Changing Desktop Background

- Start Button → Control panel → Appearances and Personalization → Desktop background
- Click a picture to make it your desktop background

Arranging icon on Desktop

Right click on desktop

- Choose the option sort by and Select any one from the list sort by name, size, item type and Date Modified

12. What are the uses of header and footer in MS-Word?

- Headers and footers are lines of text that print at the top (header) and bottom (footer) of each page in Ms-Word.
- Headers and footers are useful in providing quick information about your document or information in a predictable format and also help set out different parts of a document.

13. What are advantages of e-mail?(Govt. Q & A January 2017, V-14)

14. Define a text box. How will you insert a text box in your document?

Define Text Box: An on-screen rectangular frame into which you type text. With a text box, users can display, enter, or edit a text or numeric value.

To insert a text box :Click Insert Tab →Text Group→Click Textbox and Choose Text from the gallery.

15. What is sorting? How can you sort a cell range in MS Excel?(pg.no. 110)

VI. Write answers in detail

6 x 5 =30

1. (a) Explain about input and output devices.(pg.no. 14)
Or
(b) Explain the characteristics of a computer? (pg.no. 6)
- 2 (a) Explain the features of Linux.(pg.no.31)
Or
(b) Explain the following Linux commands.(i)cat (pg.no. 34) (ii)wc (pg.no. 35) (iii)mkdir (pg.no. 36) (iv)rmdir (pg.no. 36) (v)who (pg.no. 37)
3. (a) Compare Microsoft Office and Open Office. (Govt. Q & A January 2016,VI-3a)
Or
(b) Explain how you can add auto shapes in a document?
Click Insert tab → Illustrations group → Click Shapes
Select any drawing shapes and add in your document
Example
Insert → Illustration group → Click Shapes
Under line caption, choose rectangular shape and draw in a Document.
4. (a) How you will use autofill in MS Excel? Name the different types of charts in MS-Excel.
Autofill :Open Excel and Enter the data. Select the cell that you wish to AutoFill. Move the cursor to the bottom right corner of the cell. It will turn into a solid cross. This is called the **Fill Handle**. Drag the cursor across the cells to as many as you need.

Different types of charts in MS-Excel

Column Chart, Line Chart, Pie Chart, Bar Chart, Area Chart, X Y(Scatter) Chart, Stock Chart, Surface Chart, Doughnut chart, Bubble chart, Rada chart.

or

(b) How you will create and inset charts in OpenOffice Calc. **(pg.no. 126)**

5. (a) Explain the types of fields available in MS Access table.

Data type	Type of data
Text	(Default) Text or combinations of text and numbers
Memo	Lengthy text or combinations of text and numbers.(Up to 63,999 characters)
Number	Numeric data used in mathematical calculations
Date/Time	Date and Time values for the years 100 through 9999.
Currency	Currency values and numeric data used in mathematical calculations
AutoNumber	A unique sequential (incremented by 1) number or random number assigned by Microsoft Access
Yes/No	Yes and No values and fields that contain only one of two values (Yes/No, True/False, or On/Off) (1 bit)
OLE Object	An object(word, excel, sound, graphics etc.,) linked to or embedded in a Microsoft Access table.
Hyperlink	Text or combinations of text and number used as Hyperlink Address
Attachment	You can attach images, spreadsheet files, documents, charts, and other types of supported files to the records in your database
Lookup Wizard	Creates a field that allows you to choose a value from another table or from a list of values by using a list box or combo box.

(b) Explain the steps to create a Presentation in OpenOffice Impress**(pg.no. 166)**

6. (a) What is a web browser? What are the different browsers available? **(pg.no.177)**

Or

(b) How will you attach files to your mail? What are the issues to be considered while attaching files? **(pg.no. 179 & 180)**