

CERTIFICATE IN COMPUTING (CIC)**Term-End Examination****June, 2007****CIC-5 : MICROSOFT OFFICE***Time : 2 hours**Maximum Marks : 100***Note :**

- (i) *Do not start answering until the invigilator asks you to start.*
- (ii) *Question paper contains 100 questions. Student is required to answer all the questions. There is no choice.*
- (iii) *All questions carry equal marks.*
- (iv) *Each question must be given one answer only. If more than one answer is marked or given, zero mark will be awarded for that question.*

A Multiple Choice (Questions number 1 to 50)

Note : *Four choices are given for a question, out of which one choice may be correct. Mark correct answer in relevant column of the answer sheet given to you. In case you feel that none of the choices given in a question is correct, mark in column '0'.*

1. Whenever the Enter key is pressed _____ starts.

- (1) a new line
- (2) a new paragraph
- (3) a new document
- (4) None of the above

2. Office Art contains

- (1) Auto shapes
- (2) 3-D effects
- (3) Perspective shadows
- (4) All of the above

3. During Windows setup hardware detection stage setup stops. In this case how do you proceed ?
- (1) Run setup again, select safe recovery
 - (2) Remove all device drivers from config.sys
 - (3) Upgrade BIOS
 - (4) Run setup from DOS
4. The Status bar shows
- (1) Details of the document
 - (2) Document running or not
 - (3) Errors in document
 - (4) All of the above
5. If you want to edit an embedded OLE object, you will have to
- (1) Select the object to make changes
 - (2) Double click the object
 - (3) Open the original document and make changes
 - (4) None of the above
6. Indent specifies
- (1) Additional space, usually measured in from the margin
 - (2) Distance from the edge of the paper
 - (3) Extra space to the inside margin
 - (4) None of the above
7. In MS-Excel Query is used to
- (1) Extract data
 - (2) Create reports using subtotals
 - (3) Create reports
 - (4) All of the above
8. In Windows at a time we can consolidate
- (1) One table
 - (2) Five tables
 - (3) Eight tables
 - (4) Sixteen tables
9. A Scenario can be selected from
- (1) Edit menu
 - (2) View menu
 - (3) Format menu
 - (4) Tools menu
10. A Custom Show is
- (1) Group of selected slides to which a name is assigned
 - (2) A trial slide show of the presentation
 - (3) Slide show with special effects
 - (4) None of the above

11. Options command to turn smart quotes on or off can be selected from the
- (1) Tools menu
 - (2) Insert menu
 - (3) Format menu
 - (4) File menu
12. PowerPoint can run several shows consecutively by inserting the filenames in a text file called a _____ that has a extension as .LST.
- (1) Play files
 - (2) Run list
 - (3) Play list
 - (4) None of the above
13. The active document window can be closed using
- (1) ALT+F5
 - (2) ALT+F4
 - (3) CTRL+F4
 - (4) CTRL+F5
14. The file management utility of Windows is called
- (1) File Manager
 - (2) File Group
 - (3) Windows Explorer
 - (4) Windows Directory
15. The bad sector on hard disk can be detected using
- (1) Checkdisk option
 - (2) Scandisk with fragment option
 - (3) Scandisk with standard option
 - (4) Scandisk with through option
16. Windows metafiles have the extension
- (1) .WPF
 - (2) .WMF
 - (3) .PCX
 - (4) .BMF
17. You can create a mirror image of a drawing object or group by
- (1) Flipping it
 - (2) Rotating it
 - (3) Anchoring it
 - (4) None of the above
18. You can add a caption to
- (1) Table
 - (2) Illustration
 - (3) Equation
 - (4) All of the above
19. Template can contain
- (1) Text and Graphics
 - (2) Formatting and Page layout
 - (3) Formulas and Macros
 - (4) All of the above

20. After creating a table, we can
- (1) Insert or rearrange fields
 - (2) Change the names of fields
 - (3) Delete fields
 - (4) All of the above
21. _____ is pressed in order to copy a cell.
- (1) CTRL+C
 - (2) CTRL+P
 - (3) CTRL+S
 - (4) None of the above
22. The bordered areas that appear on the slide before you type anything are called as
- (1) Borders
 - (2) Place holders
 - (3) Boundary
 - (4) None of the above
23. When you want to emboss an object you select Shadow from
- (1) Tools menu
 - (2) Drawing menu
 - (3) Format menu
 - (4) Insert menu
24. Which of the following is **not** supported by PowerPoint ?
- (1) Text handling
 - (2) Speaker support
 - (3) Drawing
 - (4) None of the above
25. Tools to change the logon machine name on a client computer
- (1) Wordpad
 - (2) Registry editor
 - (3) Add a new hardware wizard
 - (4) Setup editor
26. When a folder from the disk is deleted
- (1) All folders under that folder are deleted
 - (2) All files under the folder are deleted
 - (3) All files and folders from the disk are deleted
 - (4) All files and folders from that folder are deleted
27. Paintbrush belongs to _____ group.
- (1) Accessories
 - (2) Application
 - (3) Main
 - (4) None of the above

28. You can modify the appearance of the text columns by
- (1) changing column width and the space between columns
 - (2) adding vertical lines between columns
 - (3) controlling column breaks
 - (4) All of the above
29. In order to sort a list select Sort Text from
- (1) Tools menu
 - (2) Format menu
 - (3) Table menu
 - (4) Edit menu
30. Character Formats can be applied to
- (1) any number of characters
 - (2) the entire document
 - (3) both (1) and (2)
 - (4) a single character
31. The Page Layout View
- (1) shows simplified version of document
 - (2) shows how document will look when its printed
 - (3) shows the errors in document
 - (4) None of the above
32. Filtering data
- (1) Hides unmatched rows
 - (2) Deletes unmatched rows
 - (3) Moves unmatched rows
 - (4) None of the above
33. The short-cut menu can be activated by
- (1) Clicking the left mouse button
 - (2) Clicking the right mouse button
 - (3) Double clicking the left mouse button
 - (4) Double clicking the right mouse button
34. The Graphic objects
- (1) are not part of the worksheet
 - (2) are part of the worksheet
 - (3) are part of the workgroup
 - (4) None of the above
35. The tab type that is **not** available with PowerPoint is
- (1) Centre tab
 - (2) Decimal tab
 - (3) Bar tab
 - (4) None of the above

36. A title chart can be divided into _____ parts.
- (1) Two
 - (2) Three
 - (3) Four
 - (4) Six
37. The colours and patterns that may be used with the drawing tools are held in
- (1) Menu
 - (2) Icon
 - (3) Window
 - (4) Palette
38. To decrease font to next available point size press
- (1) CTRL+D
 - (2) CTRL+<
 - (3) CTRL+>
 - (4) CTRL+L
39. In order to delete a category from the data source
- (1) Select field name, then choose Remove Field Name button
 - (2) Select header row, then choose Remove Field Name button
 - (3) Select field name, then choose Erase Field Name button
 - (4) Select header row, then choose Erase Field Name button
40. The normal mouse settings are meant for
- (1) Left handed person
 - (2) Right handed person
 - (3) Both (1) and (2)
 - (4) None of the above
41. In deferred printing
- (1) Print jobs are stored until pre-determined printing time
 - (2) Print jobs are stored until the computer is re-connected to the printer
 - (3) Print jobs are stored until the disk space falls below 10%
 - (4) Print jobs are stored until the computer is idle and can print in the background
42. Each time Windows is started, the Microsoft Office short-cut bar is displayed automatically on the top right corner of the screen because
- (1) Default settings of Office 97 support it
 - (2) Office.exe is placed in the Windows startup group
 - (3) Setup is placed in the Windows startup group
 - (4) Startup.exe runs automatically at the start of Windows

43. In MS-Word, ruler helps
- (1) To set tabs
 - (2) To change page margins
 - (3) To set indents
 - (4) All of the above
44. You can sort data on
- (1) Rows
 - (2) Columns
 - (3) Both (1) and (2)
 - (4) None of the above
45. Shrink to fit option
- (1) Shrinks the text by 50%
 - (2) Shrinks to fit in the given column width
 - (3) Shrinks to fit in the given row width
 - (4) None of the above
46. In a Table to move to the preceding cell press
- (1) TAB
 - (2) SHIFT+TAB
 - (3) PRE+TAB
 - (4) None of the above
47. You can quickly insert a Page break by using keys
- (1) CTRL+ENTER
 - (2) ALT+ENTER
 - (3) ENTER
 - (4) CTRL+F1
48. The image of an application window or the entire screen that has been copied on the clipboard is called
- (1) Paste
 - (2) Capture
 - (3) Cut
 - (4) Record
49. To shrink a window to an Icon
- (1) Minimize a window
 - (2) Maximize a window
 - (3) Restore a window
 - (4) Open a group window
50. The wallpaper setting can be changed from
- (1) Control Panel dialog box
 - (2) Accessories group
 - (3) Setting dialog box
 - (4) Main group

B State whether True or False (Questions number 51 to 100)

Note : *In the following 50 questions, mark 1, if the statement given is true and 0 if the statement given is false.*

51. CTRL+PAGE UP is used to take the cursor at the beginning of a long document.
52. The alignment options are available in the Font dialog box.
53. In MS-Word different views cannot be used in different portions of the split screen.
54. If graphics are placed in frames, you cannot position them between unfamed text.
55. Cells of the same row can have different heights.
56. In order to ease Searching and Sorting a list is created.
57. ODBC stands for Open Database Connectivity.
58. There are 16384 rows in one worksheet.
59. PowerPoint slides can be hosted on the Internet.
60. AutoContent Wizard helps to organize what you want your presentation to say.
61. If we add a logo to the Slide Master, it appears on every slide of the PowerPoint presentation.
62. Print Preview lets you print the document.
63. The Page Layout of the document can be set by ruler.
64. Application window contains the running application.
65. It is possible to combine multiple documents to create a master document.
66. The size of the font depends on the font style.
67. Spell check is used to pick up the appropriate spelling of confusing words like principle or principal.
68. MS-Query is used to filter data that fits on worksheet.
69. A Scenario name can be upto 255 characters.

70. Toolbar file extension name is .XLB.
71. In PowerPoint, the Organization chart can be drawn using a Word table or Excel worksheet.
72. You cannot delete a slide in Outline View.
73. The X-axis and Y-axis for graph once set cannot be changed.
74. GUI features of Windows are responsible to make it so popular.
75. WIN.EXE acts as a loader for Windows.
76. The Document Windows share the Menu bar of the Application Window, but not the title bar.
77. By default, the text in WORD is right aligned.
78. Macros that are stored in a macrosheet work with all worksheets.
79. The Startup directory in EXCEL is EXLSTART.
80. Template file extension is .XLP.
81. Embedded worksheets are also included in the worksheet.
82. You cannot use a Pivot Table as the Source data for a chart.
83. You cannot edit the text object.
84. The gridlines in the chart are used to align the text and data.
85. If you start the Spell checker in the Outline View, the misspelled words are not displayed.
86. Gridlines on the screen are same as borders.
87. In MS-Word you cannot flip patterns or text.
88. MS-Word provides a feature to automatically add captions to all items of a particular type.
89. Soft page breaks are also known as Automatic Page breaks.
90. In MS-Word you cannot sort paragraphs and lists created with tab characters.
91. Word Count command does not count words in headers and footers.
92. The Spell checker checks the spelling of entire document including hidden text.

93. For MailMerge the main document must be created before creating the data source.
94. DDE stands for Dynamic Data Exchange.
95. MS-WORD can only be used to read the web pages and not create them.
96. The default order of operations in Excel can be changed using the Precedence option in the Options dialog box.
97. AutoSummarize automatically creates a summary using the important points in a document.
98. Excel allows users to use Auto Shapes to plot data on the graph.
99. The most basic information in a database is a Field.
100. The default view in PowerPoint is Slide View.