

Paper Code: C01-02  
Subject: MS-Office

**Q.1. Fill in the blanks**

(1x25)

- 1.1 \_\_\_\_\_ is the term used when a clip art image changes the direction of faces.
- 1.2 Publish to Website option is available under \_\_\_\_\_ tab in Ms-word.
- 1.3 \_\_\_\_\_ is a horizontal axis of a chart.
- 1.4 \_\_\_\_\_ is the extension of MS-Excel template.
- 1.5 \_\_\_\_\_ in Excel 2010 are graphical boxes that allows you to add explanatory text or commentary to a worksheet or chart.
- 1.6 \_\_\_\_\_ option can be applied to remove unwanted part of an image.
- 1.7 In Excel 2010, \_\_\_\_\_ enhances data retrieval and filtering in Pivot tables.
- 1.8 \_\_\_\_\_ is a text styling feature of Ms-Word.
- 1.9 \_\_\_\_\_ are equations that perform calculations on values in your worksheet.
- 1.10 A number of letter that appears little above the normal text is called \_\_\_\_\_.
- 1.11 Clipart, AutoShapes are under \_\_\_\_\_ menu options.
- 1.12 \_\_\_\_\_ tab in Ms-Excel contains Insert Sheet Columns option.
- 1.13 Paste option with \_\_\_\_\_ feature enables you to save time when reusing content within Excel 2010.
- 1.14 Margins option is available under \_\_\_\_\_ group.
- 1.15 In Ms-Word, the mailing list is known as the \_\_\_\_\_.
- 1.16 \_\_\_\_\_ dialog box in Excel 2010 is used to locate records that either match all criteria or meet one or the other criteria.
- 1.17 \_\_\_\_\_ on the custom animation task pane allows you to apply a preset or custom motion path.
- 1.18 \_\_\_\_\_ is added to the binding side of page when printing.
- 1.19 \_\_\_\_\_ key is used to insert a hyperlink in a slide.
- 1.20 \_\_\_\_\_ is the space left between the margin and the start of a paragraph.
- 1.21 Spelling & Grammar option is available under \_\_\_\_\_ tab.
- 1.22 \_\_\_\_\_ function in MS-Excel returns TRUE or FALSE based on the given condition.
- 1.23 Objects on the slide that hold text are called \_\_\_\_\_.
- 1.24 \_\_\_\_\_ tool enables you to add text to a slide without using the standard placeholders.
- 1.25 \_\_\_\_\_ depicts the colors, pattern or symbols assigned to a data series.

**Q.2. State True or False:**

(1x25)

- 2.1 Tools menu in Ms-Word contains options to change typeface and size of the characters
- 2.2 Now() display current date and time in MS Excel.
- 2.3 Ms-Excel can be used for statistical calculation, preparing table & graphs.
- 2.4 In PowerPoint 2010 you can cut shapes using the Shape Intersect or Shape Subtract tools.
- 2.5 A workbook that contains one or more Excel tables cannot be shared.
- 2.6 Down cursor key is pressed to start a new paragraph in MS-Word?
- 2.7 Ms-Word allows you to customize the customizable ribbon to meet users need.
- 2.8 A methods of moving items on a slide is called a motion path.
- 2.9 Custom Auto filter in Ms-Excel 2010 can be used to filter data based on a range of values.
- 2.10 Ms-Word 2010 includes feature which allow you to automatically syncs document.
- 2.11 In Ms-Excel, Big Plus symbol cell pointer indicates you to Fill series.
- 2.12 User can insert text boxes from drawing toolbar in Ms-PowerPoint.
- 2.13 Web layout view displays the effects an background effects applied on it.
- 2.14 Borders cannot be applied to paragraph.
- 2.15 User can used slicers to quickly filter data in a Pivot Table in Ms-Excel 2010.
- 2.16 Acrobat tab is added in MS-PowerPoint 2010.
- 2.17 Protected View is added in Excel 2010 to make decisions before exposing your computer to possible vulnerabilities.
- 2.18 Ruler can be used to change the page margins in MS-Word
- 2.19 Word Wrap copies the text to the next line when it reaches the right edge of the screen.
- 2.20 PowerPoint 2010 presenters can insert and play video from online sites such as YouTube, Vimeo.

- 2.21 Shapes, SmartArt options are available under Illustration group in Ms-Word.  
 2.22 Landscape is the default page setting orientation of slide in Ms-PowerPoint.  
 2.23 AutoSummarize option is not available in Ms-word 2010.  
 2.24 Winword.exe is needed to start Ms-Word.  
 2.25 User can show/hide the gridlines in Excel Worksheet.

**Q.3 Multiple choice questions:**

(1x20)

- 3.1 To make the text bold in Ms-Word, the following option is used.  
 (a) Ctrl +V (b) Ctrl +B (c) Ctrl +C (d) Ctrl +D
- 3.2 Which of the following options is/are possible in Excel online.  
 (a) View workbook online (b) Edit workbook online (c) Only a (d) Both a & b
- 3.3 Which of the following is a transition effect  
 (a) Dissolve (b) Blinds Vertical (c) Fade through black (d) All of the these
- 3.4 Which of the following key is used to access the new navigation pane in Ms-Word.  
 (a) Ctrl + P (b) Ctrl + K (c) Ctrl + F (d) Ctrl + J
- 3.5 Which of the following tab contains Insert table of figure?  
 (a) References (b) Add-Ins (c) Design (d) Layout
- 3.6 Which of the following extension is used for macro-enabled Powerpoint presentation.  
 (a) .pptm (b) .pptx (c) .ppt (d) .pptl
- 3.7 In Ms-PowerPoint, which of the following operations can be performed on different shapes objects  
 (a) Combine (b) Intersect (c) Subtract (d) All of the above
- 3.8 Which of the following operator is used to raise a number to a power in Ms-Excel?  
 (a)^ (b)' (c)" (d)!
- 3.9 Which feature is used to set a specific result for one cell by adjusting a value in another cell?  
 (a) Goal Seek (b) Legends (c) Grouping Worksheets (d) Data Series
- 3.10 A new task pane in Ms-Powerpoint can be created from  
 (a) Blank Presentation (b) Existing Presentation (c) Design Template (d) All of the above
- 3.11 Which of the following tab contains table of contents in Ms-Word?  
 (a) Mailing (b) References (c) Review (d) Add-ins
- 3.12 Maximum number of line feeds per cell allowed in Ms-Excel is  
 (a) 255 (b) 1048 (c) 256 (d) 2056
- 3.13 Which dialog box will be open when we press F12 key?  
 (a) Open (b) Save (c) Save As (d) Close
- 3.14 Which menu is used to access Picture, Test Box, Chart etc?  
 (a) File (b) Edit (c) Insert (d) View
- 3.15 Which of the following option is used to update the values of formula cells if Auto Calculate mode is disabled in Ms-Excel?  
 (a) F9 (b) F8 (c) F6 (d) F10
- 3.16 Which of the following file format can be added to a PowerPoint Presentation?  
 (a) .jpg (b) .wav (c) ..bmp (d) All of the above
- 3.17 Which of the following key is used highlight the entire column in Ms-Excel?  
 (a) Ctrl + Spacebar (b) Ctrl + Enter (c) Ctrl + Page up (d) Ctrl + P
- 3.18 Which options is/are added in Ms-PowerPoint in Crop option.  
 (a) Crop to shape (b) Aspect ratio (c) Only b (d) Both a & b
- 3.19 User can perform following tasks in Office Backstage view.  
 (a) Save a file (b) create a file (c) Both a & b (d) Only a
- 3.20 Excel workbook can contain the following.  
 (a) Macros (b) Scripts (c) Both a & b (d) None of the above