

**PART-A**

- Q.1. Fill in the blanks:** (1x10)
1. \_\_\_\_\_ is used to place the text above the normal line.
  2. \_\_\_\_\_ shortcut key is used to create a copyright symbol?
  3. \_\_\_\_\_ key combination is used in MS-Word to underline the text.
  4. \_\_\_\_\_ is the default page orientation for a page in MS-Word.
  5. The maximum size of font in MS-Word is \_\_\_\_\_.
  6. \_\_\_\_\_ Menu is used to insert Header and Footer.
  7. To create a new presentation \_\_\_\_\_ key combination is used.
  8. The value entered in the cell is called \_\_\_\_\_.
  9. \_\_\_\_\_ tab is used to set the orientation of the page.
  10. A page in a word can be split using \_\_\_\_\_ window.

- Q.2. State True or False:** (1x10)
1. MS-Office is a system software.
  2. Microsoft Access is a database management software.
  3. Mark Zuckerberg has invented MS-Office.
  4. MS-Office outlook is a software to explore internet.
  5. The Save As command allows you to save the document under a new name, location, or file format.
  6. Microsoft excel is a part of the MS Office suite.
  7. To open a new document in MS Word, you would click "File" then "New"
  8. Ctrl+F command is used for formatting of a word document.
  9. You can close MS-Word application by pressing Alt+F4
  10. Excel is not primarily used for creating presentations.

- Q.3. Multiple choice questions:** (1x10)
1. Shortcut key to align the text into center.  
(a) Ctrl+t                      (b) Ctrl+c                      (c) Ctrl+e                      (d) Ctrl+a
  2. A formula in excel starts with  
(a) +                              (b) -                              (c) \*                              (d) =
  3. The area where you enter the data in excel is called a  
(a) block                      (b) box                      (c) cell                      (d) none of these
  4. File extension of a word file  
(a) .word                      (b) .office                      (c) .docx                      (d) .file
  5. Which shortcut key is used to find and replace a text in MS-Word.  
(a) Ctrl+G                      (b) Ctrl+F                      (c) Ctrl+R                      (d) Ctrl+S
  6. Which of the following is not a font in MS-Word?  
(a) Arial                      (b) Times New Roman                      (c) Verdana                      (d) Font
  7. Which is not an alignment option in MS-Word?  
(a) Center                      (b) Right                      (c) Bottom                      (d) Left
  8. Following key combination is used for Print Preview of a document.  
(a) Alt+F2                      (b) Alt+F3                      (c) Alt+F4                      (d) Ctrl+F2
  9. Which shortcut key is used to start the presentation.  
(a) Shift+F5                      (b) Alt+F5                      (c) Ctrl+F5                      (d) Ctrl+F6
  10. Formula which return the largest value in a set of values.  
(a) Larg                      (b) Max                      (c) Big                      (d) Bigger

## PART-B

(Attempt any five questions, each carry equal marks)

- Q.4. (a) Write the steps to set the custom margin of a page in Microsoft word. (5x2)  
(b) Write and explain any five formulas of Microsoft excel.
- Q.5. (a) List and explain main items included in Microsoft office suite. (5x2)  
(b) Explain any five characteristics of using Microsoft word.
- Q.6. (a) Explain any five tabs of Microsoft power point. (5x2)  
(b) Write the steps to create a hyperlink in Microsoft power point.
- Q.7. (a) How many data formats are available in Excel? Name a few of them. (5x2)  
(b) What are charts and their use in MS Excel?
- Q.8. (a) What are Macros in MS-Word? Write the steps to create and run a macro. (5x2)  
(b) How can a user insert sound into a Word document? Explain the steps involved. (5x2)
- Q.9. (a) Write and explain any five shortcut keys of MS-Power point. (5x2)  
(b) Write the steps to import images from the outside world in MS-Power point. (5x2)
- Q.10.(a) Write the steps to add header and footer in MS-Word file. (5x2)  
(b) How can a user format the cells in Excel? Explain the steps involved.

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