

CERTIFICATE IN COMPUTING (CIC)

Term-End Examination

June, 2009

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. All questions are to be answered.
- (iii) All questions carry equal marks.
- (iv) For each question only one answer should be given. If more than one answer is marked, zero marks will be awarded.

A Multiple Choice Questions (Question Number 1 to 50) :

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

1. Which of the following will set selected text to ITALICS ?
 - (1) Pressing CTRL+I on key board
 - (2) Clicking 'I' button
 - (3) Using the Tools-Wizard-Web form menu item
 - (4) Using Format-Cells-Font menu item
2. How can you select all the cells in a single column ?
 - (1) Right click on column and select Pick from list
 - (2) Use Data + Text to columns menu Item
 - (3) Left click on gray column title button
 - (4) Pressing CTRL+A on keyboard

3. How can you select 2 non adjacent rows ?
- (1) By clicking on the gray column title button
 - (2) Pressing SHIFT+A
 - (3) Pressing CTRL+A
 - (4) Pressing CTRL and clicking on gray column title button
4. Soft booting of computer system means pressing :
- (1) Ctrl + Alt +Del, twice
 - (2) Power button to off
 - (3) Ctrl + Alt + Del, once
 - (4) None
5. Which key moves your cursor from one cell to the next in a table ?
- (1) Tab
 - (2) SHIFT
 - (3) Enter
 - (4) CTRL +Enter
6. What is the default extension of an Excel work sheet ?
- (1) •XLA
 - (2) •XLS
 - (3) •XLX
 - (4) •XLL
7. To select two or more adjacent work sheets press :
- (1) CTRL
 - (2) SHIFT
 - (3) ALT
 - (4) ESC
8. The cell accepts the contents of typing on pressing :
- (1) SHIFT
 - (2) CTRL
 - (3) ENTER
 - (4) INSERT
9. To edit existing data in a cell, without having to retype :
- (1) click in the Formula bar
 - (2) Hold SHIFT key and click the cell
 - (3) Hold ENTER key and click the cell
 - (4) Double click on the cell
10. If you select a cell with a date in it and drag the fill handle down across sereval cell :
- (1) the date is copied to each cell
 - (2) the date is increased by 1 day into each cell
 - (3) the date is increased by 1 week into each cell
 - (4) nothing happens as Auto Fill applies only to numbers
11. To arrange rows in alphabetical order based on column A use the command :
- (1) Tools-Sort
 - (2) Data-Sort
 - (3) Edit-Data-Sort
 - (4) none of the above

12. The default currency and the units used in measurements are set in :
- (1) Regional Settings (2) Options
(3) Page Setting (4) File-user settings
13. The default orientation of a printed page is :
- (1) portrait (2) landscape
(3) Vertical (4) Whatever last used
14. Cell A4=2, Cell A5=4. You select both cells and drag the fill handle to A8. The contents of cells A6, A7 and A8 are :
- (1) 8, 16, 32 (2) 2, 4, 2 (3) 2, 2, 2 (4) 6, 8, 10
15. •PPS is the extension for :
- (1) power point file (2) power point slide show
(3) word document (4) none
16. What is the keyboard short-cut for creating chart from selected cells ?
- (1) F3 (2) F5 (3) F7 (4) F9
17. A screen which can display only white letters on a blue background is a _____ monitor.
- (1) CGA (2) EGA (3) VGA (4) monochrome
18. A data storage device is :
- (1) printer (2) monitor (3) hard disk (4) keyboard
19. The clock rate of processor is measured in :
- (1) Milliseconds (2) Megahertz or Gigahertz
(3) Megabytes (4) nanoseconds
20. CPU stands for :
- (1) Core Packet Unit (2) Clock Picket Unit
(3) Central Processing Unit (4) Central Product Unit
21. Find command in the edit menu can be used to locate :
- (1) single characters (2) spaces
(3) words and digits (4) all of the above
22. To make a page's margin wider :
- (1) drag the pointers on the ruler
(2) drag the boundary between white and gray on the ruler
(3) drag the box below the pointers on the ruler
(4) any of the above

23. Which combination of keys should be pressed such that, if the files are deleted then their copies are *not* stored in the recycle bin ?
(1) Ctrl + Del (2) Shift + Esc (3) Ctrl + Esc (4) Shift + Del
24. Columns in word can be created :
(1) only on a New Page
(2) only after a Page Break
(3) within a page using a Column Break
(4) within a page using Continuous Section Break
25. A file that you use as a pattern for other documents is called a :
(1) start-up file (2) template (3) temp file (4) Wizard
26. To select a column in a table, move the pointer to the top of the column until it changes to the shape _____ and then click.
(1) ↓ (2) ↗ (3) + (4) I
27. To create table of contents for a document :
(1) use Paragraph - Heading styles
(2) number the paragraphs that belong to TOC, like chapters
(3) use normal paragraph styles
(4) none of the above
28. Which keyboard short-cut bolds the selected text ?
(1) ALT + B (2) SHIFT + B
(3) CTRL + B (4) File/Format /Bold
29. Suddenly Word does *not* display your favourite toolbar what has happend ?
(1) Your file has been infected by virus
(2) Your version of word does not support tool bars
(3) Your toolbar option has been deleted from the menu
(4) Your Toolbar has been unchecked under view/toolbar option
30. In order to create columnar data in word :
(1) Tab consecutively until your cursor reaches the desired place
(2) Set Tabs or use Table menu
(3) Use Excel
(4) Press space bar until the cursor reaches the desired place

31. Where do you find Mail Merge command ?
 (1) Format-Mail Merge (2) File-Page setup-Mail Merge
 (3) Tools-Mail Merge (4) Insert-Mail Merge
32. Individual dot on a computer screen is called :
 (1) character (2) Screen point (3) font (4) pixel
33. For test print newly created document the print quality used is ?
 (1) letter (2) near letter (3) outline (4) draft
34. A laser printer is an example of :
 (1) dot matrix printer (2) chain printer
 (3) non impact printer (4) daisy wheel
35. The information processing cycle includes :
 (1) Input, processing, output, storage
 (2) Input, output, manipulation, arithmetic
 (3) data, processing, printing, editing
 (4) storage, display, data, information
36. The notes view in power point consists of :
 (1) all the slides (2) single slide
 (3) master slide (4) single slide with text below it
37. In power point presentation pictures can be inserted from :
 (1) Clip Art (2) File (3) Photo album (4) all of the above
38. Animation schemes in a slide show are found in :
 (1) format-tools-animation (2) tools animation
 (3) tools-slide show-animation (4) slide show animation
39. You can create a duplicate slide by :
 (1) Pressing CTRL + D (2) selecting the slide and pressing enter
 (3) pressing ALT + D (4) none of the above
40. What is the original or highest directory on a disk ?
 (1) Tree (2) Root (3) D> (4) C>
41. What shows the location of a file within the directory tree ?
 (1) Path (2) Map (3) Root (4) Tree

(B) State whether the following statements are True or False (51 to 100)

51. Layout Button lets you change the layout of the current slide.
52. Shortcut for inserting a new slides is CTRL+N.
53. You cannot time your slides to change to next slide.
54. You can create a new presentation by pressing CTRL+K.
55. Chart option is available in view menu.
56. Slide sorter provides a way for slides to appear on screen one by one.
57. TODAY () function in EXCEL displays system time and date.
58. In Excel you can print only a selected area.
59. "< >" is the operator for "greater than equal to" in Excel.
60. There a 16384 rows and 240 columns in a work sheet.
61. Excel provides you with the feature WYSIWYG.
62. A formula in Excel always starts with % sign.
63. Built in formulas are called Procedures in Excel.
64. To select entire work sheet, press SHIFT + SPACEBAR.
65. In powerpoint slide setup is found on file menu.

66. To quit MS-WORD choose EXIT form Edit menu.
67. Alignment of data in Excel cannot be changed.
68. The Auto save feature in MS-WORD helps to save a document after a certain period of time automatically.
69. To insert special symbol, select symbol from insert menu.
70. To save a document in WORD or WORKSHEET in Excel or a power point presentation same shortcut CTRL+S is used
71. To link two cells in Excel, type + in a cell and the select the other cell to be linked and press Enter.
72. It is not possible to set the column width and row height in Excel
73. Press F12 for "Help" in WINDOWS
74. In Excel to join two strings use '\$'
75. Slide are individual pages of your presentation
76. Press CTRL+F6 to go to previous window
77. It is not possible to select a tabular form on a slide
78. You can Zoom-in or Zoom-out to view lesser number of cells or more number of cells in a worksheet
79. You can make a file Read only by right clicking on the file name and selecting 'Properties' → General → 'Read only'

80. Fonts can be selected from FORMAT as well as from dialog box
81. FLOOR function rounds the number to the nearest multiple of significance on the lower side.
82. In Date and Time the time cannot be obtained by minutes or seconds.
83. Excel can return the number of characters in a string.
84. A workbook can be protected by one method only
85. Double border at the bottom of the cell in workbook cannot be placed.
86. Merging cells of Table is not possible in MS-Word
87. Text alignment cannot be changed by 90°
88. Clicking on the hyperlink placed in MS-Word does not open the web page even if Internet is connected.
89. Excel worksheet can be inserted in a word document or powerpoint presentation
90. 3D effect can be given in the drawings in MS-Word
91. Word art helps you to write your text in a different style and colour
92. Page numbers can be put only on the centre and bottom of the page
93. In a table you can insert columns to the left or right of a reference column
94. In a slide presentation you can move to next slide by only moving the mouse over an object without even clicking on it.
95. Pictures from digital camera or scanner cannot be inserted in a presentation

96. To insert pictures in place of bullets click Format-bullets and numbering-picture
97. Sound cannot be inserted in powerpoint presentation
98. API means Application Program Interface
99. Multiple items can be selected from same document and pasted all at the same time.
100. Print queue is used to list print jobs.

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सर्टीफिकेट इन कम्प्यूटिंग (सी.आई.सी.)

सत्रांत परीक्षा

जून, 2009

सी.आई.सी.-5 : माइक्रोसॉफ्ट ऑफिस

समय : 2 घण्टे

अधिकतम अंक : 100

नोट :

- (i) प्रश्नों का उत्तर लिखना तब तक आरम्भ न करें जब तक निरीक्षक आपको प्रारम्भ करने के लिए न कहें।
- (ii) प्रश्न पत्र में 100 प्रश्न हैं। विद्यार्थियों को सभी प्रश्न करने अनिवार्य हैं। कोई विकल्प नहीं है।
- (iii) सभी प्रश्नों के अंक समान हैं।
- (iv) प्रत्येक प्रश्न का केवल एक ही उत्तर दें। यदि एक से अधिक उत्तरों पर निशान लगाए गए हों या उत्तर दिए गए हों तो उस प्रश्न का शून्य अंक दिया जाएगा।

A बहुविकल्प (प्रश्न संख्या 1 से 50 तक) :

नोट : निम्नलिखित प्रश्नों में प्रत्येक प्रश्न के लिए चार विकल्प दिए गए हैं, जिनमें से एक विकल्प सही हो सकता है। सही उत्तर को उत्तर पत्रक पर संबंधित स्तम्भ में अंकित करें। यदि कोई भी उत्तर सही नहीं हो, तो संबंधित स्तम्भ में शून्य (0) अंकित करें।

1. निम्नलिखित में कौन तिरछेटाइप के लिए चुन्निदा पाठ्यांश सेट करेगा।
 - (1) कुंजी पटल पर CTRL+I दबाना।
 - (2) 'I' बटन क्लिक करना।
 - (3) Tools-Wizard-Web form मेनू मद प्रयोग करना।
 - (4) Format-Cells-Font मेनू मद प्रयोग करना।
2. आप एक ही कालम में सभी कोष्ठिकाएं कैसे चुन सकते हैं।
 - (1) कालम पर Right क्लिक करना और सूची से Pick चुनना
 - (2) कालम मेनू मद के लिए Data + Text प्रयोग करना
 - (3) Gray column title बटन पर Left क्लिक करना
 - (4) कुंजी पटल पर CTRL + A दबाना