INSTITUTE OF COMPUTER SCIENCES & MANAGEMENT CHITAIPUR VARANASI

Model Paper

PAPER'ˢ CODE:-   OM-02/BCC-02/DTP-02/CCC-02/CFA-02/ADCA-02/DCA-02

Time:- 02 :00 Hours   **MS OFFICE**   **Max Mark's:-100**

निर्देश : सभी खण्डों के प्रश्नों का उत्तर लिखना अनिवार्य है।

Section-A Multiple Choices

1. Window -10 is

    (a) GUI OS   **(b)** CUI OS   **(c)** Languages   **(d)** None

2. Which is not a characteristic of Windows?

    (a) Device independence   **(b)** File sharing   **(c)** MS Dos support   **(d)** Versatile

3. Control menu box consist of

    (a) Minimize   **(b)** Close   **(c)** Move   **(d)** All

4. Equation editor is an option of customized feature of

    (a) Home Tab.   **(b)** Insert Tab.   **(c)** View Tab.   **(d)** Non

5. Which is not an OS

    (a) MS Access   **(b)** Windows XP   **(c)** Windows 10   **(d)** Windows-07

Section-B True / False

1. When you increase the font size, the row height is automatically adjusted.

2. Scatter chart is also called a Doughnut Chart.

3. Current sentence can be selected by F8 key.

4. Word processing package may have a document or page orientation.

5. LINUX is multi-user, multitasking OS that can run on PCs and large system, as well.

Section-C Long Type Question

Note:-Attempt any Six questions:-   **15*6=90**

1. Make a worksheet for class 12 student's subject containing (Hindi, English, Math, Physics, and Chemistry) and Pass with grace in any one subject that got Grace 10 marks maximum. And grade criteria is per>=85 & per<=100 'A', per>=75 & per<85 'B', per>=65 & per<75 'C', per>=55 & per<65 'D', per>=45 & per<55 'E', per>=33 & per<45 'F',

2. Explain the following functions in MS-EXCEL giving examples:

    (a) FV () (b) SUMSQ () (c) LN () (d) SUMPRODUCT () (e) EVEN ()

3. What are margins and how are they set in a document created in MS-Word.

4. Explain with reference to Chart/Graph

    (a) Data Series   (b) Legend   (c) Area Chart   (d) Collate

5. How Header and Footer are useful in the presentation of slides? Give a method of putting Date and Time as the Header.

6. Explain table menu, the selection of table, addition/deletion of rows/ columns, entering/editing of text and changing the height of rows in MS-Word.

7. Define the following terms

    (a) Embedded Chart   (b) Chart Area   (c) Relative References for a cell

8. Write short notes on

    (a) Scenario   (b) Effect of computers on society

    (c) Template wizard in MS Excel   (b) What is MS-Power? Describe its elements.

Section A Multiple Choices Questions

1. Move to cell A1 by command __

    (a)   Alt + Home   (b)   Shift + Home

    (**c**)   Ctrl + Home   (d)   None of these

2. Select entire row by command __

    (a)   Alt + Space   (b)   Ctrl + Space.

    (c)   Shift + Space   (d)   None of these

3. Open Excel Name Manager by command __

    (a)   Ctrl + F**1**   (c)   Ctrl + F2

    (b)   Ctrl + F3   (d)   None of these

4. Switch between open workbooks or windows by command __

    (a)   Ctrl + F**5**   (c)   Alt+ F5

    (b)   Ctrl + F6   (d)   Alt + F6

5. Restore picture to proportional size by command __

    (a)   Ctrl+double-click   (b)   Alt+double-click

    (c)   Shift+double-click   (d)   All of these

6. Holding of all data and instruction to be processed is one of the functions of

    (a)   CPU   (c)   Storage unit

    (b)   Output unit   (d)   none of these

7. To select the entire row in Excel, click mouse

    (a)   Anywhere in the worksheet   (b)   At row heading

    (c)   Both (a) and (b) above   (d)   None of the above

8. Output of ceiling (-32.45, 13)

    (a)   78   (c)   -78

    (b)   #NUM   (d)   None of the above

9. Output of Code ("ICSM")

    (a)   71   (b)   72

    (c)   73   (d)   none of these

10. Which of the following is a graphic package

    (a)   Adobe Page Maker   (b)   Microsoft Word

        (c)   Acrobat Reader   (d)   Corel Draw

Section B True / False Questions

1. Auto filter is a feature in Excel.

2. You can make changes to a document in Print Preview mode.

3. Change case option is in the format menu.

4. Oracle is used for making Computer Aided Design.

5. It is possible to protect an Excel sheet using password

6. Assembler, Interpreter and Compiler are application S/W.

7. Paste special option is in Edit menu

8. Maximum width of a cell is 12.75

9. Header & Footer option is in view menu.

10. A word processor is a software package that helps to create and edit a document.

Section C Long Type Questions

Note: Write answer on any three of the following-

1. (a) Explain Macro? Write down the steps to record a new macro

   (b) Write all options in slide presentation

2. Explain the following functions in MS-EXCEL giving examples:

   (a) RAND ()   (b) PRODUCT ()   (c) FACT ()
   (d) COUNT()   (e) MODE ()   (f) FV ()

3. Explain Application of GUI based OS in brief.

4. Discuss role of Control Pannel in computer system in brief.

5. Describe about following commands in used for MS Excel.

   (a) Ctrl + Page down   (b) Ctrl + Shift + 5   (c) Ctrl + Shift + =

   (d) Ctrl + Shift + ;   (e) Alt + Shift + F1   (f) Shift + F3

6. Define the following terms

   (a) Blood Pressure Tracker   (b) Role of Trend Lines   (c) Database Power of Excel

   (d) Loan Amortization   (e) Scenario of Income/Expence   (f) Paper Size

Section-A Multiple Choices

Question 1:-   The Magnifier button is available on the

    (A)   Print Preview toolbar

    (B)   Standard toolbar

    (C)   Formatting toolbar

    (D)   None of the above.

Question 2:-   "In the print dialog box of Word, you can select"

    (A)   All page in a range   (B)   Odd pages

    (C)   Even pages   (D)   Any of the above

Question 3:-   "In Word, print preview command is found under which menu?"

    (A)   File   (B)   Tools

    (C)   View   (D)   Edit

Question 4:-   Status bar shows different types of keys:

    (A)   Num lock key   (B)   Scroll lock key

    (C)   Caps lock key   (D)   All of these

Question 5:-   "In Excel, once a range has been named, you can go to a range"

    (A)   By selecting ranges using the name box

    (B)   By selecting ranges using the [F5] key

    (C)   Both a and b

    (D)   None of the above.

Section-B Function of Commands

Question 1:-   Explain the following task of the Commands.

    (a)   CTRL+F   (b)   CTRL+SHIFT+F7   (c)   ALT+SHIFT+T

    (d)   ALT+SPACE+X   (e)   SHIFT+F3   (f)   CTRL+SHIFT+*

    (g)   CTRL+]   (h)   CTRL+[(i)   CTRL+>

Question 2:- State whether the following statement are TRUE or FALSE.

    A.   When a formatted number does not fit within a cell, it displays #DIV/0.

    B.   You cannot change the position of the slide images on the Handout master.

    C.   You can enlarge the sheep up to 500% while printing.

    D.   When you hide a slide it remains in you file, even through it is hidden when you run the presentation.

    E.   When you turn on background printing, you can continue working in Power Point while you print.

Section-C Long Type Question

Note:- Write answer on **any four** of the following-

Question 1:- (a) Describe about windows of MS Word and Power Point in brief.

           (b) Explain printing dialog box of MS Word with the help of diagram.

Question 2:- Explain the following functions in MS-EXCEL giving examples:

           (a) SUMPRODUCT( )   (b) SUMIF( )   (c) IF( )

           (d) RAND( )   (e) FV( )   (f) DB( )

Question 3:- Make a **Mark sheet** for course of **Office Management**.

Question 4:- Write short notes of the following.

           (a) Balance Sheet   (b) Multimedia   (c) Printing Paper Size.

Question 5:- (A) Draw a Pie Chart of the following Data Series?

Delhi	Q1	Q2	Q3	Q4
Sales (Crore)	10	12	14	16

           (B) Differentiate between:-

              1. Virus & Antivirus.

              2. Primary File Name & Secondary File Name.

              3. Algorithm & Flow Chart.

Question 6:- Define the following terms:-

           (a) Tab Setting   (b) Translator   (c) Operating System.

1.   Toggle Case is.
          (a) TOGGLE CASE   **(b)** Toggle Case   **(c)** tOGGLE cASE   **(d)** Toggle case
2.   Sumif function is?
          (a) With Arguments   **(b)** No Arguments   **(c)** N Arguments   **(d)** All
3.   Weekday function returns 2 code of day.
          (a) Monday   **(b)** Tuesday   **(c)** Wednesday   **(d)** Thursday
4.   Not a Antivirus.
          (a) WORM   **(b)**AVG   **(c)** Nortan   **(d)** K7
5.   Algoritham+Flowchart+Computer Language+Translator+OS+Data Structure =……………………..
          (a) Operating System   **(b)** CPU   **(c)** Multi-Document   **(d)** Program

Section-B True / False

1.   CU provides a platform for any application S/W.

2.   File is the Heart of any application s/w.

3. A4 is a Absolute cell referance.

4.   Rows are know as attributes and columns are know as tuples.

5.   Menu consists of commands and options.

Section-C Long Type Question   6*15=90

Note:-Attempt any 6 questions:-(500 words)
1.   What is windows? working Technique with windows Explain with suitable example.
2.   Explain the following functions in MS-EXCEL giving examples:
        (a)CEILING ()   (b)SUMIF ()   (c)PMT ()   (d)IF()   (e)RIGHT()   (f)SLN()
3.   What is Writer? How is watermark created in Writer?
4.   What is Chart/Graph in Calc? Explain with Type of Chart suitable example.
5.   Description of Power Point and How to make an effective presentation?steps for making
presentation.
6.   Make A Fee Recipt Of   ICSM..
.

ICSM		
Student name		
Father name		
Courses	OM	
Date	**Amount**	**Courses fee**
		7500
		Due fee
Total fee		
ACCESS AMONT		

7.   Define the following terms. (150 words)
        (a)Difference between Interpreter and Compiler   (b)   Pivot Table   (c) Goal Seek
8.   Write short notes on (300 words)
        (a)   Types of Booting   (b)   Change Case
        (c)   Template wizard in Writer   (d)   Operating System

Section A Multiple Choices

Q1. What Result Formula="Hello"&""&"World".

(a) "Hello"&""&"World"　　(b)Hello & & World　　(c)HelloWorld　　(d)Non

Q2. Libreoffice Spredsheet is.

(a)Cal　　(b)Calcu　　(c)Calc　　(d)Callu

Q3. Formula=COUNT(B1:B3),B1=5,B2=4,B3=6.

(a)15　　(c)4　　(b)3　　(d)5

Q4. By Default Name of Libreoffice Impress Presentation.

(a)Shw1　　(c)Slide1　　(b)Untitled1　　(d)Presentation1

Q5. Text-styling feature of MS word is

(a)WordColor　　(b)WordFont　　(c)WordArt　　(d)WordFill

Section B True / False

Q1. You can define many print areas at a time.

Q2. To define a print area, you should choose the Set Print Area command from the File/Print Area menu then define the range.

Q3. Clicking on any cell will highlight the selected print area..

Q4. Previewing a worksheet is similar to previewing a chart.

Q5. Clicking on the Print Preview button opens up the Page Setup dialog box

Section C Long Type Question

Note: Write answer on **Any five** of the following (**Question number 7 & 8 is compulsory**)

Q1. What is the role of LibroOffice Writer S/W? Describe in brief.

Q2. Describe about windows of LibroOffice Impress and LibroOffice Calc in brief .

Q3. Explain Application of GUI in brief.

Q4. What is operating system? Explain in brief

Q5. Write short notes of the following..

(a) Mail Merge　　(b) Printing In Calc　　(c) Change Case

Q6. Define the following terms .

(a) Template Of Impress　　(b) Blood Pressure Tracker　　(c) Database Power of Excel

Q7. Make A Formula For Total Monthly Bill Of **BSNL** Com. As Per Given Conditions.
Monthly Fixed charge=500,No.of free call=100
101>=199=1.50RS,200>=299=1.20RS,300>=399=1.00RS,400>=499=.50RS,500>=20PS.

Q8. Explain the following functions in MS-EXCEL giving examples:

(a)WEEKDAY()　　(b)SLN()　　(c)SUBSTITUTE ()　　(d)IF()
(e)SUMIF()　　(f)GOAL SEEK　　(g)RADAR CHART　　(h)PIE CHART

Section-A Multiple Choices

1. What are the minimum and maximum zoom sizes in Microsoft Document?

(a) 1 and 1638 (b) 10 and 500 (c) 10 and 1000 (d) None

2. What are the Minimum and Maximum font size of MS Word?

(a) 1 and 1638 (b) 10 and 500 (c) 10 and 1000 (d) None

3. The computer as a machine and all other physical equipment associated with it are termed as

(a) Hardware (b) Firmware (c) Software (d) None

4. What term describes a background that appears as a grainy, non smooth surface?

(a) Pattern (b) Gradient (c) Texture (d) Velvet

5. You can check the conditions against _____ when applying conditional formatting?

(a) Cell Value (b) Formula (c) Both a and b (d) None

Section-B True / False

1. You cannot hide a sheet in Excel, if it is the only sheet in a Workbook.

2. Access to data stored on a magnetic tape is random.

3. Pure black and white is available in the print options.

4. When you increase the font size, the row height is automatically adjusted.

5. Scatter chart is also called a Doughnut Chart.

Section-C Long Type Question

Note:-Attempt any Six questions:- 15*6=90

1. **(a)** What is a template? How can you create a template using WORD?

(b) How are charts useful in Excel? Compare any three chart types available in Excel.

2. Explain the following functions in MS-EXCEL giving examples:

(a) MAX () **(b)** PV () **(c)** TRIM () **(d)** PMT ()

3. What is slide transition and how is it different from Slide animation?

4. What are margins and how are they set in a document created in MS-Word.

5. **a.** Write steps for Goal seeking.

What is the difference between Animation and Transition? Which view can be used to insert and test the:

b. Animation effects and

c. Transition effects

6. Explain with reference to Chart

(a) What is water mark in word document? **(b)**How to view word document in different view?

7. Create 5 Slides on "**Polio immunization**" and execute the following by using Action Buttons for all the slides to link them

• Link first slide with the third • Link second slide with fifth • Link third slide with fourth

8. Write short notes on

(a) What if analysis **Income/Expenses** **(b)** **Editing and Paragraph** effect in MS word

9. How Header and Footer are useful in the presentation of slides? Give a method of putting Date and Time as the Header.

10. Create a list of 10 best friends. Create a Thank You letter. Use Mail Merge feature of MS-WORD to create a Thank You letter for each of your friends from the above two files.

Section A Multiple Choices

1   What is the maximum number of showing positioning of per page handouts

    (a)   3 per page   (b)   4 per page   (c)   9 per page   (d)   12 per page

2   Plotters are very useful in applications such as

    (a)   Computer aided design (b)   Financial Accounting   (c)   Word Processing (d)   None of

these

3   Switch between open workbooks or windows by command __

    (a)   Ctrl + F**5**   (c)   Alt+ F5   (b)   Ctrl + F6   (d)   Alt + F6

4   Holding of all data and instruction to be processed is one of the functions of

    (a)   CPU   (c)   Storage unit   (b)   Output unit   (d)
    none

5   To select the entire row in Excel, click mouse

    (a)   Anywhere in the worksheet (b)   At row heading   (c)   Both   (d)
    none

Section B True / False

1   You cannot hide a sheet in Excel, if it is the only sheet in a Workbook.

2   Access to data stored on a magnetic tape is random.

3   Pure black and white is available in the print options.

4   When you increase the font size, the row height is automatically adjusted.

5   Scatter chart is also called a Doughnut Chart.

Section C Long Type Question

Note: Write answer on any five of the following-

1   What is the role of word processing S/W? Describe in brief.

2   Explain the following functions in MS-EXCEL giving examples:

    (a)   TRUNC ()   (b)   SQRT ()   (c)   SUMSQ ()

3   Explain Application of GUI in brief.

4   What is operating system? Explain in brief

5   Describe about following commands in used for MS Excel.

    (a) Ctrl + Page down   (b) Ctrl + Shift + 5   (c) Ctrl + Shift + =

6   Define the following terms

    (a) Template   (b) Role of Trend Lines   (c) Database Power of Excel