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ICSM™ & RAR EDUCATIONAL TRUST- VARANASI
EXAM-JUNE-2025



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

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Section-A Multiple Choices

1. What is MS Office? 1 MARK
 (a) A video editing software (b) A gaming console (c) A social media app (d) A suite of productivity tools
2. Which MS Office tool helps you sort and filter data in an Excel spread sheet? 1 MARK
 (a) Merge Cells (b) Data tab (c) Table Tools (d) Conditional Formatting
3. Formula=COUNT(B1:B3), B1=5, B2=4, B3=6, B4=3. 1 MARK
 (a) 15 (b) 4 (c) 3 (d) 5
4. How many columns can you insert into a Word document at most? 1 MARK
 (a) 45 (b) 50 (c) 63 (d) 65
5. Which one should not be write Folder Name? 1 MARK
 (a) - (b) ' (c) = (d) "

Section-B True / False

1. Initial Starting of Computer System is called Warm Booting. 1 MARK
2. File is the heart of Computer System of any application s/w. 1 MARK
3. \$A\$6 is a Absolute cell reference. 1 MARK
4. **Rows** are known as attributes and **columns** are known as tuples. 1 MARK
5. **Tab** Bar consists of commands and options. 1 MARK

Section-C Long Type Question

Note:- Attempt any 6 questions :- (500 words)

1. Make A Formula For Total Monthly Bill Of **JIO** Com. As Per Given Conditions. 15 MARKS
 Monthly Fixed charge=1000, No. of free call=100,
 101>=199=1.50Rs, 200>=299=1.20Rs, 300>=399=1.00Rs, 400>=499=.50Rs, 500>=20Ps.
2. Explain the following functions in MS-EXCEL giving examples: 15 MARKS
 (a) ROUND () (b) SUMIF () (c) PMT () (d) IF () (e) AND () (f) SLN ()
3. What is Writer? How is watermark created in Writer? 15 MARKS
4. What is Chart/Graph in Calc? Explain with Type of Chart suitable example. 15 MARKS
5. Description of Power Point and How to make an effective presentation? steps for making presentation. 15 MARKS
6. What is windows? working Technique with windows Explain with suitable example. 15 MARKS
7. Define the following terms 15 MARKS
 (a) Database Power of MS Excel (b) Pivot Table (c) Change Case
8. Write short notes on 15 MARKS
 (a) Types of Booting (b) Clipboard
 (c) Template wizard in MS Excel (d) What is MS-Power? Describe its elements.