Xavier Board for Computer Education

Registration No ☐☐☐☐☐☐☐☐☐☐

Name ☐

Windows & MS Office

Duration: 1:30 Hours   **Full Mark – 60**

Part – A

A) Choose the appropriate one   **[10]**

1) Which of the following is the shortcut key to open the existing presentation in the PowerPoint?
   a) CTRL+M   b) CTRL+N   c) CTRL+O   d) CTRL+P

2) QAT gives you quick access to commonly used tools
   a) Status bar of Microsoft word   c) Quick Access Toolbar
   b) Menu bar of Microsoft Excel   d) Clip art library images

3) Font dialog box will be activated by pressing
   a) Ctrl+T   b) Ctrl+D   c) Ctrl+W   d) Ctrl+Y

4) Which of the following is not an example of a font?
   a) Times New Roman   c) Bell MT
   b) Berlin sans FB Demi   d) Driss True Type

5) What is the maximum zoom percentage in Microsoft Word
   a) 10   b) 100   c) 400   d) 500

6) In which group Line spacing options comes in Microsoft word
   a) Font   c) Clipboard
   b) Paragraph   d) Style

7) The intersection of a row and column in a worksheet is called
   a) Cell   b) Sheet   c) Row   d) Column

8) The type of chart that is used for comparing values over categories is called
   a) PIE   b) Column   c) Line   d) Rive

9) Which of the following function in excel counts no of blank cells available in a range
   a) Count   c) Countblank
   b) countA   d) Countbl

10) Built-in formula in Excel is called
   a) Function   c) Cell
   b) Range   d) FUN

B) State True of False **[10]**
1. Transition effects appear when one slide changes into the next slide in a Slide Show
2. OLE stands object linking and embedding
3. In a presentation of PowerPoint, the special effects used to introduce slides are known as Animation
4. Excel will not regard the entry as text, if any numbers are included with text in the entry
5. Instead of typing in cell references, you can use the mouse click for Excel to enter the cell names into formulas for you
6. Slide show from the beginning is related to different sheets
7. Short cut key for showing from current slide is CTRL + Shift + C
8. COUNTBLANK is a function counts blanks cells in a range
9. SUMIF and SUMIFS are same
10. =IF(A2>B2,"Over Budget","OK") is correct in Excel

C) Write one word answer for the following **[10]**
1. You create a batch of documents that are personalized for each recipient
2. Intersection of row and column
3. Used to find sum depending on certain condition
4. Used to count no of blank cells in a given range
5. This is a single page of a presentation
6. This is Excel's built-in What-If Analysis tool that shows how one value in a formula impacts another
7. This a grid of cells arranged in rows and columns.
8. These are visual representations of data used to make it more understandable
9. User makes a copy of the file in a different folder or makes a copy with a different name
10. To quickly apply the same formatting, such as color, font style and size, or border style, to multiple pieces of text or graphics

Part – B
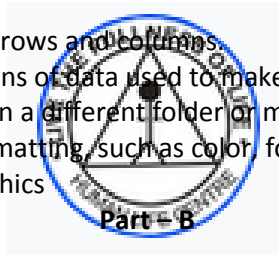
A) Answer the following questions   (Any 5) **[15]**
1. Explain about IF function with example.
2. What are illustrations in Microsoft Word?
3. How heading is different from a header in Microsoft Word
4. Write down different orientation of a page in Microsoft Word
5. What operations can be done on a sheet in Microsoft Excel?
6. What are master slides in PowerPoint?

B) Write down the steps to do following things (Any 2) **[5]**
1. Protecting a sheet in Microsoft Excel
2. Creating a simple enveloper in Microsoft word
3. Creating a show file in PowerPoint

C) Answer the following questions   (Any one) **[10]**
1. What features can be applied in a long document in Microsoft Word?
2. What formatting can be applied into cell in Excel? Explain about degrees and orientation.