

XBCE  
(INDIA)

## Xavier Board for Computer Education (India)

Roll No :

|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|
|  |  |  |  |  |  |  |  |  |  |  |  |
|--|--|--|--|--|--|--|--|--|--|--|--|

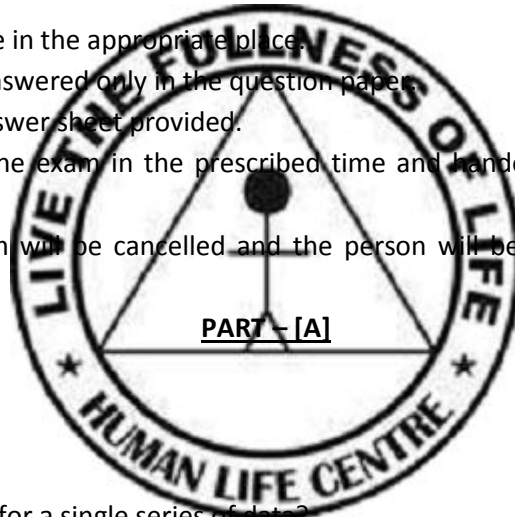
NAME \_\_\_\_\_

Time: 1hr 30 Minutes

FM: 60

### READ THE FOLLOWING INSTRUCTIONS VERY CAREFULLY

1. Write your roll Number and Name in the appropriate place.
2. All answers of Part A should be answered only in the question paper.
4. Write answers of Part-B in the answer sheet provided.
5. You are expected to complete the exam in the prescribed time and handover the question paper and answer sheet to the invigilator.
6. In case of malpractice, the exam will be cancelled and the person will be debarred from appearing for other exams.



PART - [A]

Answer all the questions.

## A) Multiple choice questions

[10\*1=10 marks]

1. Which type of chart is good for a single series of data?
 

|           |         |          |          |
|-----------|---------|----------|----------|
| i) Column | ii) Bar | iii) Pie | iv) None |
|-----------|---------|----------|----------|
2. The ">" is called \_\_\_\_\_ operator.
 

|               |             |                 |          |
|---------------|-------------|-----------------|----------|
| i) Arithmetic | ii) Logical | iii) Relational | iv) None |
|---------------|-------------|-----------------|----------|
3. To start a PowerPoint presentation from the current slide without clicking any buttons
 

|       |                |                        |          |
|-------|----------------|------------------------|----------|
| i) F5 | ii) Shift + F5 | iii) Ctrl + Shift + F5 | iv) None |
|-------|----------------|------------------------|----------|
4. Data can be arranged in ascending or descending order by using
 

|            |               |              |                   |
|------------|---------------|--------------|-------------------|
| i) Sorting | ii) Filtering | iii) Filling | iv) None of these |
|------------|---------------|--------------|-------------------|
5. Which of the following is an example of page orientation?
 

|              |               |                  |        |
|--------------|---------------|------------------|--------|
| i) Landscape | ii) Subscript | iii) Superscript | iv) A4 |
|--------------|---------------|------------------|--------|
6. In Microsoft Excel spreadsheets, rows are designated as
 

|               |                   |                    |            |
|---------------|-------------------|--------------------|------------|
| i) Notes Page | ii) Slides Master | iii) Slide Shorter | iv) Normal |
|---------------|-------------------|--------------------|------------|
7. Short cut to open existing file is \_\_\_\_\_.
 

|             |              |               |              |
|-------------|--------------|---------------|--------------|
| i) Ctrl + M | ii) Ctrl + O | iii) Ctrl + Y | iv) Ctrl + N |
|-------------|--------------|---------------|--------------|
8. This data type allows alphanumeric characters and special symbols.
 

|         |          |                  |              |
|---------|----------|------------------|--------------|
| i) memo | ii) text | iii) auto number | iv) currency |
|---------|----------|------------------|--------------|
9. \_\_\_\_\_ is a program used to create and edit pictures.
 

|             |              |               |                   |
|-------------|--------------|---------------|-------------------|
| i) Note Pad | ii) Word Pad | iii) Ms Paint | iv) None of these |
|-------------|--------------|---------------|-------------------|
10. Which of the following is not a database object?
 

|           |             |                    |             |
|-----------|-------------|--------------------|-------------|
| i) Tables | ii) Queries | iii) Relationships | iv) Reports |
|-----------|-------------|--------------------|-------------|

**B) Fill in the Blanks****[10\*1=10 marks]**

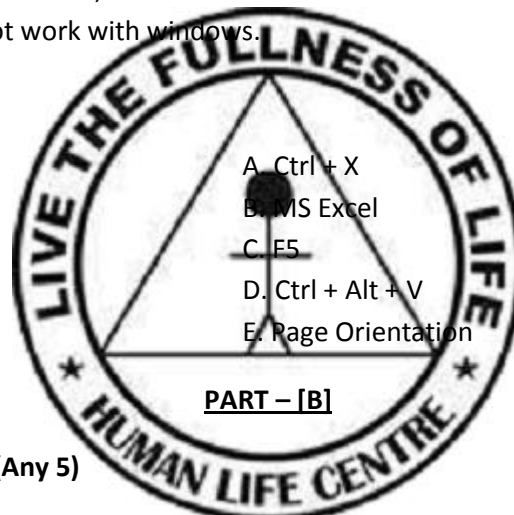
1. Space between lines can be changed using \_\_\_\_\_ facility in word.
2. Mail merge facility available in \_\_\_\_\_ menu.
3. Picture can be inserted using \_\_\_\_\_ data type in Access.
4. Conditional evaluations can be done using \_\_\_\_\_ function.
5. \_\_\_\_\_ is the function for adding cell values.
6. Newspaper like formatting can be done using the \_\_\_\_\_ facility in format menu.
7. First letter of a word in paragraph can be separately formatted \_\_\_\_\_ facility.
8. In access each row demotes a \_\_\_\_\_.
9. Subscript and superscript facility is available in \_\_\_\_\_ menu.
10. Headers and Footers are visible only in \_\_\_\_\_.

**C) State true or false****[5\*1=5 marks]**

1. The intersection of a row and column is called a formula.
2. Microsoft PowerPoint is word processing software.
3. In MS Access forms are used for inputting the data.
4. If you double click mouse on a word, it select that word.
5. Without a mouse one cannot work with windows.

**D) Match the following****[5\*1=5 marks]**

1. Paste Special
2. Cut
3. View Show
4. Cell
5. Landscape



- A. Ctrl + X
- B. MS Excel
- C. F5
- D. Ctrl + Alt + V
- E. Page Orientation

**PART - [B]**

**E) Answer the following questions (Any 5)****[5\*4=20 marks]**

1. How to protect a work book?
2. Differentiate between paste and paste special.
3. How create a report wizard in MS Access?
4. Write any 4 functions in Excel and explain it.
5. How we can animate objects in PowerPoint?
6. What are the difference between a notepad and WordPad?
7. What is Conditional formatting?

**F) Answer the following Questions (Any 1)****[10\*1=10 marks]**

1. What is filtering? How can it be done? Write the steps
2. Explain about the different data types in Access.
3. Discuss the steps for creating a presentation in MS PowerPoint.