

CERTIFICATE IN COMPUTING (CIC)**Term-End Examination****December, 2007****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. Student is required to answer all the questions. There is no choice.*
- (iii) *All questions carry equal marks.*
- (iv) *Each question must be given one answer only. If more than one answer is marked or given, zero mark will be awarded for that question.*

A Multiple Choice (Questions number 1 to 50)

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

1. DOS is an example of
 - (1) Word Processor
 - (2) Spreadsheet
 - (3) Operating System
 - (4) Presentation Package
2. Which of the following is **not** an application software ?
 - (1) Operating System
 - (2) Notepad
 - (3) Text Editor
 - (4) Word Processor
3. Maximum number of scroll bars available as a part of Windows are
 - (1) 1
 - (2) 2
 - (3) 3
 - (4) 0

4. _____ command is used to close the active window.
- (1) ALT+F4
 - (2) CTRL+F4
 - (3) ALT+F5
 - (4) CTRL+F5
5. _____ is responsible for printing in case of Windows.
- (1) Print Manager
 - (2) Print Administrator
 - (3) Print Head
 - (4) Print Supervisor
6. Office Art contains
- (1) Auto shapes
 - (2) 3-D effects
 - (3) Perspective shadows
 - (4) All of the above
7. A file created in PowerPoint is associated with the _____ extension.
- (1) DOC
 - (2) XLS
 - (3) BMP
 - (4) PPT
8. Double click is used to select
- (1) character
 - (2) paragraph
 - (3) line
 - (4) page
9. The command used to move the cursor to the end of the document is
- (1) CTRL+END
 - (2) ALT+END
 - (3) END
 - (4) PG DOWN
10. Text option is shown in Paintbrush as
- (1) abc
 - (2) xyz
 - (3) pqr
 - (4) mno
11. Clicking three times is used to select a
- (1) character
 - (2) line
 - (3) paragraph
 - (4) document

12. Cut, Copy and Paste option are part of _____ menu.
- (1) File (2) Edit
(3) View (4) Formal
13. CTRL key is used with drag and drop to
- (1) Cut (2) Copy
(3) Delete (4) Print
14. _____ is used for searching a pattern in a word.
- (1) ?
(2) *
(3) Both (1) and (2)
(4) None of these
15. Synonym could be found in MS-WORD by
- (1) Grammar (2) Spelling
(3) Indent (4) Thesaurus
16. Default tab stop in WORD is _____ inches.
- (1) 0.5 (2) 5.0
(3) 1.0 (4) 0.1
17. Paragraph spacing could be specified in
- (1) point (2) inch
(3) cm (4) All the above
18. Filtering data
- (1) Hides unmatched rows
(2) Deletes unmatched rows
(3) Moves unmatched rows
(4) None of the above
19. _____ are default separators while converting table into text.
- (1) Tab
(2) Comma
(3) Paragraph
(4) Line

20. Macro is used in case of
- (1) EXCEL (2) WORD
(3) Both (1) and (2) (4) None of these
21. Which of the following is **not** a valid font in WORD ?
- (1) Line (2) Scalable
(3) Printer (4) Screen
22. _____ is used to select entire row in EXCEL.
- (1) Shift + Spacebar
(2) Alt + Spacebar
(3) Ctrl + Spacebar
(4) Enter + Spacebar
23. The function(s) used to display current date and time is/are
- (1) NOW()
(2) TODAY()
(3) Both (1) and (2)
(4) None of these
24. Which of the following is **not** a valid address in EXCEL ?
- (1) A3 (2) \$A3
(3) \$A\$3 (4) \$A3\$
25. Range could be shown in EXCEL as
- (1) A3 :: B5 (2) A3 - B5
(3) A3 : B5 (4) A3 * B5
26. _____ is not a valid Windows arrangement.
- (1) Tiled (2) Cascade
(3) Freeze (4) Vertical
27. Absolute value of number is calculated using
- (1) ABS()
(2) ABSOLUTE()
(3) A_CELL()
(4) A_N()

28. Number of parameters required in HLOOKUP() is
- (1) 1 (2) 2
(3) 3 (4) 4
29. The chart which is created on the same sheet in EXCEL is called _____ chart.
- (1) Extended (2) Intended
(3) Embedded (4) Attached
30. Which of the following is *not* a database ?
- (1) dBASE (2) FOXBASE
(3) ACCESS (4) EXCEL
31. _____ is a design graphical package.
- (1) CAD (2) PowerPoint
(3) EXCEL (4) ACCESS
32. Default extension of file in EXCEL is
- (1) EXL (2) XLS
(3) EXC (4) EXE
33. Template could be changed using _____ bar.
- (1) Menu (2) Status
(3) Formatting tool (4) Standard tool
34. _____ are the fixed formats available in PowerPoint.
- (1) Slides (2) Auto Layout
(3) Graphics (4) Tables
35. Bar chart has _____ formats available in EXCEL.
- (1) 4 (2) 5
(3) 10 (4) 2
36. The type of gridlines in EXCEL are
- (1) Major and Minor
(2) Primary and Secondary
(3) First and Second
(4) Main and Subsidiary

37. _____ option is not valid while creating presentation.
- (1) Template
 - (2) Graph
 - (3) Look Wizard
 - (4) Auto Content Wizard
38. While inserting a table, default rows and columns are
- (1) 1, 1
 - (2) 2, 2
 - (3) 3, 3
 - (4) 4, 4
39. The relationship between manager and assistant could be shown properly by _____ in PowerPoint.
- (1) Graph
 - (2) Clip art
 - (3) Table
 - (4) Organizational chart
40. _____ is not a valid line style.
- (1) Solid
 - (2) Dotted
 - (3) Dashed
 - (4) Filled
41. Text could be aligned using _____ option.
- (1) Draw
 - (2) Format
 - (3) Tool
 - (4) View
42. Win command is related to
- (1) win.exe
 - (2) command.com
 - (3) both (1) and (2)
 - (4) None of these
43. _____ command is used to move text in WORD.
- (1) CUT
 - (2) PASTE
 - (3) Both (1) and (2)
 - (4) None of these
44. _____ is a non-printable character.
- (1) TAB
 - (2) SPACE
 - (3) ENTER
 - (4) All the above