

SEM	SET	PAPER CODE	TITLE OF THE PAPER
II	2014	14PCC2202	OFFICE AUTOMATION

**SECTION - A**

**Answer all the questions:**

**30 × 1 = 30**

**Choose the correct answer:**

- \_\_\_\_\_ option from clipboard is used to move data from one place to another in a document.  
a) Copy & Paste  
b) Cut & Paste  
c) Bold  
d) Justify
- Which of the following is not valid version of MS Office?  
a) Office XP  
b) Office Vista  
c) Office 2007  
d) None of above
- Portrait and Landscape are  
a) Page Orientation  
b) Paper Size  
c) Page layout  
d) All of above
- Thesaurus tool in MS Word is used for  
a) Spelling suggestions  
b) Grammar options  
c) Synonyms and Antonyms words  
d) All of above
- Borders can be applied to  
a) Cells  
b) Paragraph  
c) Text  
d) All of above
- Which of the following is not a font style?  
a) Bold  
b) Italics  
c) Regular  
d) Superscript

7. Which function will you use to enter current time in a worksheet cell?
- a) Today()
  - b) Now()
  - c) Time()
  - d) Current Time()
8. A worksheet range is a
- a) A command used for data modeling
  - b) A range of values such as from 23 to 234
  - c) A group of cells
  - d) A group of worksheets
9. Excel uniquely identifies cells within a worksheet with a cell name
- a) Cell names
  - b) Column numbers and row letters
  - c) Column letters and row numbers
  - d) Cell locator coordinates
10. Which area in an excel window allows entering values and formulas
- a) Title bar
  - b) Menu bar
  - c) Formula bar
  - d) Standard toolbar
11. To create a formula, you can use:
- a) Values but not cell references
  - b) Cell references but not values
  - c) Values or cell references although not both at the same time
  - d) Value and cell references
12. Which function calculates your monthly mortgage payment?
- a) PMT (payments)
  - b) NPER (number of periods)
  - c) PV (present value)
  - d) All of above
13. Special effects used to introduce slides in a presentation are called
- a) Effects
  - b) Custom animations
  - c) Transitions
  - d) Present animations

14. To add a header or footer to your handout, you can use
  - a) The title master
  - b) The slide master
  - c) The handout master
  - d) All of above
15. In Microsoft PowerPoint two kind of sound effects files that can be added to the presentation are
  - a) .wav files and .mid files
  - b) .wav files and .gif files
  - c) .wav files and .jpg files
  - d) .jpg files and .gif files
16. In Microsoft PowerPoint in order to see all the slides on one screen use
  - a) View, slide sorter
  - b) View, slide
  - c) View, master
  - d) View, slide show
17. In Microsoft PowerPoint the entry effect as one slide replaces another in a show is called a (an)
  - a) Animation
  - b) Slide transition
  - c) Custom animation
  - d) Present animation
18. Which of the following is the default page setup orientation for slides in PowerPoint?
  - a) Vertical
  - b) Landscape
  - c) Portrait
  - d) None of above
19. Which one of the following is e-mail software?
  - a) Microsoft Word
  - b) Microsoft Excel
  - c) Microsoft Internet Explorer
  - d) Microsoft Outlook
20. After an e-mail is sent it will be placed in which folder?
  - a) Inbox
  - b) Outbox
  - c) Junk e-mail
  - d) Sent items
21. Which one of the following is web based e-mail?
  - a) Outlook Express
  - b) Lotus Notes
  - c) Hotmail
  - d) Microsoft Outlook
22. Which one of the following displays a list of e-mail addresses?
  - a) Inbox
  - b) Outbox
  - c) Address Book
  - d) Address Bar

23. Which of the following shows or hides the Outlook Bar?
- a) Outlook Express
  - b) View menu
  - c) Outlook Bar
  - d) Microsoft Outlook
24. Which of the following sends the message or file to the recipient you specify?
- a) Inbox
  - b) Reply
  - c) Forward
  - d) Send
25. In Access 2007, to make changes in the Trust Center, you need to go to the \_\_\_\_\_.
- a) Microsoft Office button
  - b) Navigation Pane
  - c) Quick Access toolbar
  - d) Database Tools command tab
26. When you add fields in \_\_\_\_\_, a Field List pane displays?
- a) Design view
  - b) Layout view
  - c) Print Preview
  - d) Report view
27. An report, including a basic report, can be modified in \_\_\_\_\_.
- a) Form view
  - b) Layout view
  - c) Print Preview
  - d) Report view
28. A \_\_\_\_\_ often display summary data such as totals or counts.
- a) Group Header
  - b) Group Footer
  - c) Report Header
  - d) Page Footer
29. Which of the following can be Report Wizard NOT do?
- a) Add summary functions
  - b) Create groups
  - c) Group fields into more than one Control Layout
  - d) Select fields
30. \_\_\_\_\_ allows you to resize controls, adjust column widths, move columns, and change labels while viewing the actual data in the report.
- a) Design view
  - b) Layout view
  - c) Print Preview
  - d) Report view

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