TNTCIA Computer on Office Automation Full Model Test

Fill in the blanks:- 10x1=10

1. _____ detects, trace and eliminate errors in computer programs.

2._____ is an operating system that guarantees a certain capability within a specified time constraint.

3._____ command is used t remove the single or multiple directories from the working directory.

4. User can save the _____ created by own and can be used in various documents.

5. Shortcut key for selecting to the right word by word in a open office _____

6. The _____ feature fills cell data or series of data in a worksheet into a selected range of cells.

7. _____ types of charts are in open office calc. (10)

8. A_____ is a field or combination of field that uniquely identify each record in a table.

9. An _____ made presentation can be saved as PDF, HTML, PowerPoint formats.

10. Satellite connection is a telecommunications network provided by _____ communication station.

Match the Following: - 10x1=10

1.	Address of Computer	-	Modem
2.	Table Structure	-	Review tab
3.	Allows 2Gb data	-	Chart
4.	Insert cell	-	Ctrl + Arrow right
5.	Layout Tab	-	Memo
6.	Go to end of word	-	Ctrl + Plus key
7.	Spelling & grammar	-	Design View
8.	Core component	-	EPROM
9.	Internet	-	IP
10.	Ultra violet light	-	Kernel

Choose the best answer:- 10x1=10

1. **Current page number, section number are displayed in _____** a) Title bar   b) Ruler c) Status bar d) Menu bar

2. **_____ is designed to align the contest of the Document.** a) insert menu b)Table Menu c)Tool Menu d) Format menu

3. **The Command to add user in Linux is _____** a) useradd   b) adduser   c) linuxconf   d) all the above

4. **What function display row data in a column or column data in a row**? A)hyperlink b)Index c) Transpose d)Rows

5. **In base, Macros is found in _____** a) File Menu   b) Tool Menu   c) Data Menu   d) Insert Menu

6. **Table structure cab be modified using _____** a) Form   b) Report   c) Design View   d) Preview

7. **What tab on the ribbon would you find slide background**? A) Design b) Animations   c) Slideshow d) Insert

8. **Maximum Length of a filename in Linux_____** a) 32 byte   b)64 byte   c)125 byte   d) 255 byte

9. **Current page number, section number are displayed in _____** a) Title bar b)Ruler c) Menu bar d) Statue bar

10. **Which of the following file extension is not compatible with open office calc?** a) .dbf b) .sdw   c) .sxc   d) xls

True or False:- 10x1=10

1. Shortcut to create a new presentation in Ctrl+C.
2. A function has a name and argument's in parenthesis.
3. Kill Command is used to terminate the Processes without logout or Reboot the System.
4. The data entry can be done easily in a form that in a table.
5. Setting primary key to a field allows duplicate entries.
6. Table, Forms also cannot create by both Wizard and Design View.
7. Data Validation is used to ensure correct data is entered in a cell.
8. Open office will not be able to read and write MS-office file.
9. Tale design is helpful in inserting a new table with necessary style.
10. Queries can be created in Three different way.

Write Short Answer for Questions:- 15x2=30

1. How to create a table in Open office Writer?
2. Define Columns?
3. What are the Types of Ports?
4. Differences between primary memory and Secondary Memory?
5. Explain the Installing font Method?
6. Define File Management system?
7. Write the step to creating a data base in open office base?
8. Write the step to Sort a query in MS Access?
9. Explain Animation in Ms PPT?
10. Write About Printing Handouts?
11. Define Domain Name?
12. Write About Team viewer?
13. Write the step to changing source data in Open office calc?
14. Explain Spell check?
15. Explain any Three some sample functions in Excel?

Write Answers in Details: - 6x5=30

1. How will you create and report pay roll in MS Access? (OR)   write the steps to insert an image and a sound file in MS PPT?
2. Explain various applications used by Tables and Smart phones? (OR) Explain the Blogs, FTP, uploading and Downloading?
3. Write the step to Writing on the CD/DVD?   (OR)   Introduction of LINUX and Features of LINUX?
4. Explain Sorting and Filtering in MS Excel? (OR) List the packages available in Open office and it's a uses?
5. Write the steps for creating mail merge in MS word? (OR) Explain Chat creation in Open office calc?
6. Explain Block Diagram of a Digital computer? (OR) Explain Hard disk with Diagrams?

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