



தமிழ்நாடு தட்டச்சு - கணினி பள்ளிகள் சங்கம்

TAMILNADU TYPEWRITING - COMPUTER INSTITUTES' ASSOCIATION

(Regd. No : 43/2016)

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Computer on Office Automation Full Model Test-1

Fill in the blanks: - 10x1=10

- _____ are employed for specialized application that required immense amount of mathematical calculation. _____ CPU of a single computer can be used by many users simultaneously.
- Linux is a unit based operating system created by_____.
- _____ determine the distance between the text and the edge of the paper.
- Column breaks in multi-columnar text open office writer shortcut key_____.
- _____ Feature fill cell data (or) series of data in a worksheet into a select range of cells.
- _____ Number of row at the top sheet or a number of columns on the left of a spreadsheet.
- Data base created by Open office are in the _____ format.
- Task pane pops up on its own for certain actives as well as when _____Start.
- Modem converts the computer data into _____ signals that the telephone line can transmit.

Match the Following: - 10x1=10

- | | |
|--------------------------|---------------------------|
| 1. Posting | - font effect |
| 2. Ctrl+shift+spacebar | - memory |
| 3. Subscript | - entries in the ledger. |
| 4. DDR | - search engine |
| 5. Catch memory | - ISDN |
| 6. Google | - replace |
| 7. Ctrl+H | - stdin, stdout |
| 8. Redirection utilities | - select entire worksheet |
| 9. Broadband | - find related records |
| 10. VLOOKUP | - high speed data access |

Choose the best answer: - 10x1=10

- The Term GIGO is related to _____. (a) Speed (b) accuracy (c) reliability (d) automatic
- When entering field name how many characters you can type in Maximum. (a) 16 (b) 64 (c) 128 (d) 256
- In ms-word view menu header and footer are visible in _____. (a) print layout (b) web layout (c) page layout (d) Draft
- Doughnut is type of _____ Chart in excel. (a) bar (b) column (c) line (d) pie
- A list of instructions used by a computer is called as _____. (a) language (b) text (c) program (d) output
- To insert a new slide in PPT press_____. (a) Ctrl+M (b) Ctrl+D (c) Ctrl+T (d) Ctrl+I
- Hyperlink is a data type in MS-Access used to link a location on the _____. (a)web (b)file (c)internet (d) record
- The default extension of calc file is _____. (a) .odf (b) .odw (c) .ods (d) .odcalc
- A wireless technology built in electronic gadget used for exchange data over a short distance is _____ (a) Bluetooth (b) wi-fi (c) modem (d) USB
- What commend is used to create directory in Linux? (a) mmdir (b) mkdir (c) rmdir (d) cd

True or False: - 10x1=10

1. The operating system manages only on resources.
2. VARCHAR ignore case is a valid data type is base.
3. Bridges are network layer devices.
4. A track changes is a way of MS-Word to keep track of the change made a document.
5. Word in the computer consists of 13bit.
6. Root is the name of normal user account in Linux.
7. Impress cannot be used for commercial purpose.
8. Videos cannot be played using MS-PPT.
9. The protect sheet option can be found in the review tab of the ribbon.
10. The function key F5 is used to check spelling.

Write Short Answer for Questions: - 15x2=30

1. Mention some characteristics of a computer system?
2. How the letters are formed in the dot matrix printer?
3. Definition of graphical user interface?
4. Explain about the CAT Command in Linux?
5. Write short notes on margin?
6. Describe the find and replace facility in writer?
7. How to you changes the column width in excel to fin the contents?
8. Differentiate work book and worksheet in Calc?
9. What are the uses of Database?
10. What is primary key and what is its use in MS-Access?
11. How do you open file in Impress?
12. What is the Linux Permission?
13. In MS-PPT, What is Place Holder?
14. How can we replace to a message we have received?
15. Write the name of Electronics Gadgets?

Write Answers in Details:- 6x5=30

1. What are the different types of memory? Explain in details? (OR) What is data communication? Explain the various of networks?
2. Explain the function of operating system? (OR) Explain the following Linux commands 1.tail 2.Diff 3.MV 4.more 5.WC
3. Explain the applications that come with open office Org? (OR) write the step to change the page size and margins in MS-Word?
4. How to you use formula in MS-Excel? (OR) How will create and insert charts in open office calc?
5. Explain the types of field available in MS-Access table? (OR) What is meant by adding effect to the PPT Briefly Explain?
6. What are the different types of internet connection? Explain? (OR) Compare smart phone and tablet? Explain the application of Tablet and smart phone?

ALL THE BEST
