



தமிழ்நாடு தட்டச்சு - கணினி பள்ளிகள் சங்கம் TAMILNADU TYPEWRITING - COMPUTER INSTITUTES' ASSOCIATION

(Regd. No : 43/2016)

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Computer on Office Automation Model Test (Unit-1,2,3,4)

1. Fill in the blanks:-

1. _____ is the logic circuit that responds to and the basic instruction that drive a computer.
2. Devices which are connected to CPU but not a part of CPU are called _____
3. _____ is very important for windows and other GUI Application.
4. _____ is a physical docking point using which an external device can be connected to the computer.
5. USB hubs can be connected up to _____ peripherals to a single USB ports.
6. _____ Refer to the rules that dictate the structure of a language.
7. Computer can process _____ of instruction per second.
8. A desktop computer is a personal computing device designed to fit on top of a _____
9. _____ store some standard processing program to operate the PC.
10. SSD are available with storage capacities ranging from _____ up to _____
11. _____ Operating system allows many different user to take advantage of the computer resources simultaneously.
12. Windows include a _____ with a desktop that allows user to view files and folders in windows.
13. Windows and dialog box appear on the _____
14. _____ contain a group of icon representing application.
15. _____ is a selection of MS-windows that display the program icon enable a user to change various computer.
16. _____ is also used to switch between open programs.
17. _____ to install or uninstall software, we can use this program.
18. Switch user shortcut key _____.
19. Photoshop extension _____
20. _____ is most convenient for viewing one directory or windows at a time.
21. _____ Key is used to move the insertion pointer to the beginning of the line.
22. The beginning of a paragraph can be _____ at any point.
23. _____ is used to align the text of the document.
24. Word has _____ Facility to cancel the lastly performed action.
25. _____ are the space between the edge of the paper and the Text.
26. A _____ is the distance between two line in a Microsoft word document.

27. Move the left side of the first line of a paragraph leftward away from the center which is Called _____
28. The _____ is located above the vertical ruler on the left.
29. _____ is a useful tool that will allow to produce multiple letter, labels and more using information stored in a list, data base.
30. _____ menu has the collection of function like configuring pages for view and printing- including page size, margins.
31. Rows are numbered from 1 on words to Maximum limit is _____ rows.
32. _____ appears as a very small arrow in the lower right corner of many groups on the ribbon.
33. MS Excel does it automatically adjust the _____ in the original formula to suit the position of the copies that you make.
34. The keyboard shortcut to all cell in the current used range is _____
35. _____ Most of the menus are very similar to what you learnt in open office writer.
36. _____ are symbols for doing some mathematical, statistical and logical calculation.
37. _____ is the range reference operator.
38. Which is created in the excel can be printed in the similarly way of printing as the worksheet _____
39. _____ joins several text items into one text item.
40. _____ can be used to define restrictions on what data should be entered in a cell.

2. Write Short Answer for Questions? (Any fifteen)

1. Give example for storage devices?
2. Write the any five computer application?
3. Define Latency?
4. Explain Cloud storage?
5. Write the classification of computer on the basis of size?
6. What is SSD?
7. Define Processor Management?
8. Explain Function of Operating system?
9. Define GUI?
10. How to personalize windows?
11. What is the use of formula Bar?
12. What happens if you do not use the equal sign with a formula in MS-Excel?
13. How can we insert date and time in excel?
14. Explain the Sheet formatting and style?
15. Write the creating worksheet and workbook in open office calc?
16. List the advantage of mail merge feature?
17. Write 4step to Add water marker?
18. Brief about find and replace menu in Open Office writer?

3. Write Answers in Details (Any Six):-

- 1. Explain the details of functions of OS and Types of OS ?**
- 2. Write in Detail about memory units?**
- 3. Explain about the Central processing unit?**
- 4. Explain the parts of windows?**
- 5. Explain the header and footer group MS – Office word?**
- 6. Explain security option and working in open office writer?**
- 7. Differentiate the absolute and relative addressing in MS-EXECL?**
- 8. Explain the step to create chart in open office Clac?**