



**தமிழ்நாடு தட்டச்சு - கணினி பள்ளிகள் சங்கம்**  
**TAMILNADU TYPEWRITING - COMPUTER INSTITUTES' ASSOCIATION**  
(Regd. No : 43/2016)

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## Computer on Office Automation Model Test

### I Fill in the blanks:- 10x1=10

1. Text direction is available \_\_\_\_\_ Menu in writer.
2. In MS Access for Storing Boolean Variable \_\_\_\_\_ Data type issued.
3. To create a chart in Calc \_\_\_\_\_ Step to followed.
4. \_\_\_\_\_ is use to switch between opened programs.
5. Disk packs have 6 plates will \_\_\_\_\_ recording surface.
6. To avoid duplicate entries of the data we can set \_\_\_\_\_ in base.
7. \_\_\_\_\_ Stores the data and instructions.
8. In nominal account, all incomes and gains will come under \_\_\_\_\_.
9. The movement of the ball in a mouse converted to \_\_\_\_\_.
10. Organizations directly involved in internet operations will have the domain name ending as \_\_\_\_\_.

### II Match the Following: - 10x1=10

1. Not null --- Writer
2. Laser printing --- Data type
3. Inbox --- Shift + Space bar
4. Conditional formatting --- Non-Impact
5. Selecting vertical block --- calc
6. Row Selection --- Cache memory
7. Roof --- Web browser
8. Netscape navigator --- No Empty Values
9. High speed data access ----- Chart
10. Doubtnut - Linux

### III Choose the best answer:- 10x1=10

1. Which of the terms is used to represent an error in a computer program? (A) Mistake (B) Bug (c) Error (D) Fault
2. Index hole is present in \_\_\_\_\_. (A) Floppy (B) CD Rom (C) Hard disk (D) Eprom
3. F5 is used to display \_\_\_\_\_ Dialog box. (A) Insert (B) Print (C) Goto (D) Find
4. Which of the following command is used to Make the file read only. (A) Format (B) hide (C) backup (D) Attrib
5. In Excel to paste a define name into a formula\_\_\_\_\_ key is to pressed. (A) F3 (B) F4 (C) F7 (D) F2
6. The option to find records based on the condition\_\_\_\_\_. (A) New (B) Find prev (C) Find next (D) Criteria
7. Which one of following is not a search engine? (A) AltaVista (B) Web crawler (C) MSIF (D) Yahoo
8. What is the Maximum Length of a File Name in Linux? (A) 32 Bytes (B) 64 Bytes (c) 230 Bytes (D) 255 Bytes
9. A \_\_\_\_\_ Enable you to view data from a table base on a specific criterion in Access. (A) Form (B) Query (c) Macro (D) Report
10. 1 Mega byte \_\_\_\_\_ (A) 1024bytes (B) 1024Gbytes (c) 1024Kbytes (D) 1024Mbytes

### IV True or False: - 10x1=10

1. ALU is the supervisor of all the other units.
2. ROOT is the name of normal user account in Linux.
3. By default, sum option icon is available on the status bar in Calc.
4. Changing page margins can be done using the page rulers in writer.
5. Data can be entering in number data type in access.
6. Hyper line is a link to a Location on the web.
7. Alignment tools are available in Standard toolbar.
8. PoP3 and SMTP servers used for Email Purpose.
9. Selecting item that is not consecutive is not possible in writer.
10. Track is Divider into equal number of sector.

**V Write Short Answer for Questions:- 15x2=30 (Any Fifteen)**

1. What is Boot Sequence?
2. Write any Three Feature of Linux?
3. How to change the page orientation?
4. Define Linux file system?
5. Write to the Benefits of styles over direct formatting?
6. How to create a new work sheet in MS Excel?
7. What is exponentiation?
8. How to importing data form Excel to Data base?
9. What are the Types of report in Base?
10. Write the Three major components of a presentation programs?
11. Define formatting presentation?
12. What is Hangout?
13. Explain any Three-internet connections?
14. Why Linux is call an open source operating system?
15. What is Blogs?
16. How to connecting monitor, mouse, keyboard to system unit?
17. Any three uses for super computer?
18. Write the type of connecting wires?

**VI Write Answers in Details:- 6x5=30**

1. Explain Classification of computer on the basic of processor? (OR) Explain about Mail merge in Word
2. What is Booting and Explain Briefly? (OR) Explain about the formatting of documents in Writer?
3. Explain Memory Units? (OR) Explain about Report, Query, Form, Table in Access
4. How to creating charts and printing in open office calc and explain? (OR) Write the steps for setting animations in Power point?
5. What are the Type of Computer internet connections? (OR) Explain how to set Formulae in Excel?
6. Write the application of Google form, Google sheet, and Google slides? (OR) Explain the following Linux commands? 1) Tail 2)Passwd 3)kill 4)cmp 5)chmod

**ALL THE BEST**

**B.VIJAY TNTCIA**