

Roll No.

Examination-2014

CCA-11/DIT-11

CCA-02/DIT-02

Tools For Office Automation

Time : 1 Hour

Maximum Marks : 30

(Instructions)

- 1. This question Paper consists of 30 Multiple choice objective Type questions. All Questions are compulsory and carry 01 mark each. There is No negative marking.**
- 2. Each question has four alternative responses marked (A), (B), (C) and (D). You have to choose the correct answer and mark it on the OMR sheet.**
- 3. For marking answers on the OMR sheet, follow the detailed instructions given on the OMR sheet.**

1. An operating system is a large set of which is also an interface between users and computer system.
(A) Software (B) Programs
(C) Application (D) None of the above
2. Memory is an important resource for a
(A) Computer System (B) Operating system
(C) I/O System (D) None of the above
3. UNIX supports multiple processes simultaneously.
(A) Operating System (B) Application System
(C) File System (D) None of the above

4. The simplest operating system which allows only one user to work on a computer at a time is known as
- (A) Single user operating system (B) Multi user operating system
(C) Multitasking operating system (D) None of the above
5. allows the user to perform more than one job at the same time on a computer.
- (A) Single user operating system (B) Multitasking operating system
(C) Multi user operating system (D) None of the above
6. Windows XP is an operating system introduced in by Microsoft and is a part of the Windows family of operating systems.
- (A) 2005 (B) 1999
(C) 2001 (D) None of the above
7. Whenever we delete a file or folder it will be stored in
- (A) Drive C (B) My Document
(C) Recycle Bin (D) None of the above
8. Recycle Bin icon is found on the of your computer only.
- (A) Desktop (B) My Document
(C) Picture (D) None of the above
9. Operating system acts as an interface between the and computer.
- (A) Program (B) Application
(C) User (D) None of the above
10. The default extension of a Word document is
- (A) .ppt (B) .xls
(C) .doc (D) None of the above
11. MS Office was developed by :
- (A) Sun mirco system (B) IBM
(C) Microsoft (D) None of the above
12. By default there are three worksheets in a workbook and they are named as respectively.
- (A) "Sheet 1", "Sheet 2" and "Sheet 3" (B) "Sheet 4", "Sheet 3" and "Sheet 5"
(C) Both A & B (D) None of the above

13. In MS-Excel, you can enter numbers and mathematical formulas into
- (A) Cells (B) Dialog box
(C) Search (D) None of the above
14. MS-Excel has a set of prewritten formulas called
- (A) Data Type (B) Variable
(C) Functions (D) None of the above
15. Power Point is an application software for creating computer
- (A) Presentations (B) Documents
(C) Memos (D) None of the above
16. MS-Access is basically a database
- (A) Software (B) System Software
(C) Both A & B (D) None of the above
17. One of the most popular Database Management System is :
- (A) MS word (B) MS Power Point
(C) Microsoft Access (D) None of the above
18. A is an application that enables us to maintain data in a database.
- (A) DBMS (B) SQL
(C) Procedure (D) None of the above
19. A good database design avoids
- (A) Data Redundancy (B) Data Tables
(C) Data (D) None of the above
20. Primary keys contain that helps to filter redundant information from input data.
- (A) Unique value (B) Duplicate value
(C) Both A and B (D) None of the above
21. The field in a table that uniquely identifies each record is called the
- (A) Secondary Key (B) Foreign Key
(C) Primary Key (D) None of the above

22. When a primary key of one table appears as a field in another table, the field is called the
in the second table.
- (A) Foreign Key (B) Primary Key
(C) Secondary Key (D) None of the above
23. What is the meaning of 'Hibernate' in Windows XP/Windows 7 ?
- (A) Restart the computers in safe mode.
(B) Restart the computers in normal mode.
(C) Shutdown the computer terminating all the running applications.
(D) Shutdown the computer without closing the running applications.
24. Which one of the following is an example of Operating System ?
- (A) Microsoft Word (B) Microsoft Excel
(C) Microsoft Access (D) Microsoft Windows
25. The command Ctrl + C in MS-Word is used to :
- (A) Copy (B) Paste
(C) Cut (D) None of the above
26. The command Ctrl + X in MS-Word :
- (A) Print (B) Cut
(C) Copy (D) None of the above
27. The command Ctrl + P in MS-Word is used to :
- (A) Print (B) Page up
(C) Copy (D) None of the above
28. The command Ctrl + S MS-Word
- (A) Select (B) Save as
(C) Save (D) None of the above
29. Which of the following is not valid version of MS Office ?
- (A) Office 2003 (B) Office 2007
(C) Office Vista (D) Office 2010
30. The key F12 opens a :
- (A) Save As dialog box (B) Open dialog box
(C) Save dialog box (D) Close dialog box