

Roll No.

Total Pages: __

Paper ID: OO001

Course Code: CCOO-01T

Examination (January - 2024)

Certificate Programme in Open Office (Apache)/Computer Application

Word Processing

Time Allowed: 2 Hours

Max. Marks: 70

Instructions for the Students

1. The question paper shall consist of 70 Multiple Choice questions.
2. All questions are compulsory. Each question carries 1 mark.
3. There will be no negative marking.

<p>Q1. Which of the following is best suited for word processors?</p> <p>a) Database b) Text Editing c) Graphical d) Business</p>	<p>Q2. Which company developed the OpenOffice Suite software?</p> <p>a) Google b) IBM c) Microsoft d) Apache</p>
<p>Q3. Which menu option is used to create new document?</p> <p>a) File b) Edit c) Create d) New</p>	<p>Q4. What is the file format used by Office?</p> <p>a) .doc b) .txt c) .pdf d) .odt</p>
<p>Q5. How can you open an existing document in word processor?</p> <p>a) Press Ctrl + O b) Press Ctrl + W c) Press Ctrl + E d) Press Ctrl + space bar</p>	<p>Q6. Which keyboard shortcut can be used to paste text</p> <p>a) Ctrl + C b) Ctrl + S c) Ctrl + P d) Ctrl + V</p>
<p>Q7. _____ is used to cancel a command?</p> <p>a) Stop b) Delete c) Cancel d) Esc</p>	<p>Q8. Which of the following is not a text align in a word processing?</p> <p>a) Left align b) Right align c) Centre align d) Middle align</p>

<p>Q9. Which of the following is not bar in window?</p> <p>a) Toolbar b) Ruler c) Status bar d) Window bar</p>	<p>Q10. Ctrl+Enter is used for</p> <p>a) Insert a column break b) Insert a page break c) Insert a line break d) None of Above</p>
<p>Q11. How can you make text appear in bold format in a writer document?</p> <p>a) Ctrl + B b) Ctrl + I c) Ctrl + U d) Ctrl + S</p>	<p>Q12. What is the shortcut for copying selected text in a document?</p> <p>a) Ctrl + C b) Ctrl + V c) Ctrl + X d) Ctrl + P</p>
<p>Q13. How can you add content to a document?</p> <p>a) Add content b) Insert content c) Drag content d) Edit content</p>	<p>Q14. Which option is used to add a table?</p> <p>a) Add Table b) Insert Table c) Drag Table d) Edit Table</p>
<p>Q15. Which option is used to change the text size?</p> <p>a) Ctrl + b) Ctrl - c) Ctrl * d) None of Above</p>	<p>Q16. Which option is used to insert a page break in word processor.</p> <p>a) Break Page b) Insert Page Break c) Page Break d) New Page</p>
<p>Q17. Which option allows you to adjust the line spacing</p> <p>a) Paragraph Spacing b) Line Spacing c) Text Spacing d) Spacing</p>	<p>Q18. Which option allows you to insert page numbers</p> <p>a) Page Numbers b) Insert Numbers c) Number Pages d) New Page Number</p>
<p>Q19. What of the following use Undo feature?</p> <p>a) Ctrl+A b) Ctrl+U c) Ctrl+Z d) To insert a new page</p>	<p>Q20. How can you select the entire contents of a document?</p> <p>a) Ctrl+A b) Ctrl+C c) Ctrl+V d) Ctrl+Z</p>
<p>Q21. Which option allows you to change the page orientation in a word processing?</p> <p>a) Insert b) Edit c) Format d) View</p>	<p>Q22. Which of the following is NOT a commonly used document format?</p> <p>a) PDF b) DOCX c) TXT d) JPEG</p>

<p>Q23. What does the "Ctrl + U" keyboard shortcut</p> <p>a) Underline b) Undo c) Uppercase d) Update</p>	<p>Q24. Which type of tab stop is commonly used to align numbers in a column?</p> <p>a) Left tab b) Right tab c) Center tab d) Decimal tab</p>
<p>Q25. Which of the following is not a built-in style in Word?</p> <p>a) Heading 1 b) Body Text c) Table Caption d) Custom Style 1</p>	<p>Q26. What is paragraph shading in a word processing document</p> <p>a) A shading applied above the paragraph b) A shading applied to the background of paragraph c) A graphical applied above the paragraph d) A graphical applied to the background of paragraph</p>
<p>Q27. When adding data to a table in a word processing document, you typically click on which part of the table?</p> <p>a) Cell b) Column c) Row d) Table border</p>	<p>Q28. Which of the following is not an essential function of a word processing?</p> <p>a) Indexing b) Saving c) Editing d) Formatting</p>
<p>Q29. What happens when you press the "Tab" key in the last cell of a table row?</p> <p>a) It moves the cursor to the next cell in the row b) It creates a new row below the current row c) It merges the current cell with the next cell in the row d) It does nothing</p>	<p>Q30. What is the purpose of a table grid in word processing?</p> <p>a) It helps in aligning the content within cells b) It acts as a visual guide for table layout and formatting c) It defines the boundaries of the table on the page d) All of the above</p>
<p>Q31. Which of following is related to email</p> <p>a) Outlook b) Explorer c) Merge d) Word</p>	<p>Q32. Which option allows you to automatically adjust the width of table columns to fit their content?</p> <p>a) AutoFit Contents b) AutoFit Window c) AutoFit Selection d) AutoFit Column Width</p>
<p>Q33. Which feature of MS Word contains portrait and landscape mode?</p> <p>a) Page Margin b) Page size c) Page mode d) Page Orientation</p>	<p>Q34. What does the term "dpi" refer to when working with images in word processing?</p> <p>a) Dots per image b) Dots per inch c) Digital picture interface d) Document printing instructions</p>
<p>Q35. Which tool allows you to remove unwanted parts of an image in a word processing document?</p> <p>a) Crop tool b) Rotate tool c) Scale tool d) Eraser tool</p>	<p>Q36. Which option should you choose to wrap text around an image in a word processing document?</p> <p>a) In front of text b) Behind text c) Inline with text d) Square</p>

<p>Q37. Which tool is used to flip an image in a word processing document?</p> <p>a) Crop tool b) Rotate tool c) Scale tool d) Flip tool</p>	<p>Q38. Which file format is commonly used for charts and graphs in word processing documents?</p> <p>a) PDF b) SVG c) DOCX d) XLSX</p>
<p>Q39. Which of following is image format</p> <p>a) BIF b) GIF c) CIF d) DIF</p>	<p>Q40. Which chart type is suitable for showing trends over time in a word processing document?</p> <p>a) Bar chart b) Line chart c) Pie chart d) Scatter chart</p>
<p>Q41. Which file format is commonly used for images in word processing documents?</p> <p>a) .jpg b) .docx c) .pdf d) .txt</p>	<p>Q42. Which option allows you to crop an image in a word processing document?</p> <p>a) Crop tab b) Edit tab c) Format tab d) View tab</p>
<p>Q43. Which chart type is suitable for comparing different categories of data?</p> <p>a) Bar chart b) Line chart c) Pie chart d) Scatter chart</p>	<p>Q44. Which option allows you to change the chart style in a word processing document?</p> <p>a) Design tab b) Layout tab c) Format tab d) View tab</p>
<p>Q45. Which option in Microsoft Word allows you to create personalized documents</p> <p>a) Mail Merge b) Text tool c) Shape tool d) Table</p>	<p>Q46. What is the purpose of creating a data source in mail merge?</p> <p>a) To store the main document b) To format the merged data c) To import recipient information d) To set up document formatting</p>
<p>Q47. Which of the following file formats can be used as a data source in mail merge?</p> <p>a) DOCX b) PDF c) XLSX d) JPG</p>	<p>Q48. Which software application is commonly used for mail merge?</p> <p>a. Microsoft Word b. Microsoft Excel c. Microsoft PowerPoint d. Adobe Photoshop</p>
<p>Q49. In mail merge, what is the data source?</p> <p>a. The recipient's email address b. The template for the merged document c. The list of recipient names and addresses d. The formatting options for the document</p>	<p>Q50. Which of the following is an example of page orientation?</p> <p>a) Landscape b) Subscript c) Superscript d) A4</p>

<p>Q51. Press ____ to open the help window in the Word document.</p> <p>a) F1 b) F2 c) F7 d) F9</p>	<p>Q52. Ctrl + N is used to</p> <p>a) Save the Document b) Open the Document c) Create a New Document d) Close the Document</p>
<p>Q53. Which feature of word creates a list in documents</p> <p>a) Word art b) Word wrap c) Word scale d) Bullets and Numbering</p>	<p>Q54. Which short key is used to align centre in word</p> <p>a) Ctrl +C b) Ctrl +E c) Ctrl +A d) None of Above</p>
<p>Q55. What is the use of bookmarks in Word?</p> <p>a) Identifying a text for future use b) Identifying headers and footers c) Pointing out the comments d) All of Above</p>	<p>Q56. Which do you press to force a page break?</p> <p>a) CTRL+ALT b) CTRL+ break c) CTRL+ Enter d) Alt + Shift</p>
<p>Q57. Quick Access Toolbar is present at _____ of Office Button in MS Word.</p> <p>a) Left b) Right c) Top d) Bottom</p>	<p>Q58. Title Bar is present at the _____ of the Quick Access Toolbar.</p> <p>a) Left b) Right c) Top d) Bottom</p>
<p>Q59. Which of the following tab is used to add the document citation?</p> <p>a) Home b) Insert c) Page Layout d) References</p>	<p>Q60. In order to select a single word</p> <p>a) Single Click within the word b) Double Click within the word c) Right Click within the word d) Scroll in Word</p>
<p>Q61. A ____ line will be drawn underlined if a spelling mistake is found in the document.</p> <p>a) Red b) Green c) Yellow d) Orange</p>	<p>Q62. Which of the following is automatically counted in MS Word?</p> <p>a) Number of Words b) Number of Pages c) Number of Characters d) All of the above</p>
<p>Q63. What does Sentence Case Option do?</p> <p>a) Capitalization of the first letter of each sentence b) Capitalization of the first letter of each word c) Capitalization of each letter of the text d) Capitalization of every first letter of each word in the sentence</p>	<p>Q64. Paragraph group is present under which tab?</p> <p>a) Home b) Insert c) Page Layout d) References</p>

<p>Q65. Bold, Italic and Underline commands are present in which group in Home tab?</p> <ul style="list-style-type: none">a) Clipboardb) Fontc) Paragraphd) Styles	<p>Q66. Which feature in Microsoft Word allows you to create and run automated sets of commands.</p> <ul style="list-style-type: none">a) Commandsb) Macrosc) Mail Merged) Insert
<p>Q67. What is Apache?</p> <ul style="list-style-type: none">a) Word documentb) Languagec) Serverd) None of Above	<p>Q68. A document's margins are adjusted using the _____ in Microsoft Word.</p> <ul style="list-style-type: none">a) Marginb) Borderc) Spaced) Indent
<p>Q69. Which option in Microsoft Word allows you to add comments.</p> <ul style="list-style-type: none">a) Commentsb) Tipsc) Bookmarkd) Captions	<p>Q70. What is the shortcut key for Grammar in document?</p> <ul style="list-style-type: none">a) F7b) Shift + F7c) Ctrl + F7d) Alt + F7