**Examination (January - 2024)**
**Certificate/ Diploma (Semester-I)**
**Programme in Office Automation and e-Governance**

Office Automation Tools

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.

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| Q1. What is the primary function of the "Table Tools" in word processing software? <br><br> a) Adjusting font styles <br> b) Inserting hyperlinks <br> c) Enhancing table formatting and structure <br> d) Proofreading grammar errors | Q2. How can you insert a new row in Excel? <br><br> a) Right-click and choose Insert from the context menu <br> b) Press Ctrl + R <br> c) Use the Insert button in the ribbon <br> d) All of the above |
| Q3. What is the primary purpose of a spreadsheet in business and data management? <br><br> a) Creating graphical presentations <br> b) Word processing <br> c) Analyzing and organizing numerical data <br> d) Sending and receiving emails | Q4. Which Excel function is used to extract a specific number of characters from the right side of a text string? <br><br> a) RIGHT <br> b) LEFT <br> c) MID <br> d) EXTRACT |
| Q5. Which keyboard shortcut is commonly used to select all content in a document or text editor? <br><br> a) Ctrl + A <br> b) Ctrl + S <br> c) Ctrl + X <br> d) Ctrl + V | Q6. What does the MIN function in Excel do? <br><br> a) Calculates the average of a range <br> b) Finds the smallest value in a range <br> c) Counts the number of cells in a range <br> d) Rounds a number to the nearest integer |
| Q7. What feature corrects common typos and misspellings automatically in word processing? <br><br> a) AutoFormat <br> b) AutoComplete <br> c) AutoCorrect | Q8. What is the default cell referencing style in Excel formulas? <br><br> a) Relative referencing <br> b) Absolute referencing <br> c) Mixed referencing <br> d) Dynamic referencing |

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| d) AutoAlign | |
| Q9. What is the purpose of the LEFT function in Excel?<br><br>a) Extracts a specific number of characters from the right side of a text string<br>b) Converts text to uppercase<br>c) Counts the number of characters in a text string<br>d) Extracts a specific number of characters from the left side of a text string | Q10. Which file extension is associated with PowerPoint presentations?<br><br>a) .pptx<br>b) .docx<br>c) .xlsx<br>d) .pdf |
| Q11. What is the purpose of applying paragraph indentation in word processing?<br><br>a) Adjusting line spacing<br>b) Controlling the space between paragraphs<br>c) Changing font styles<br>d) Aligning text to the right margin | Q12. How can you quickly delete the content of a cell in Excel?<br><br>a) Press the Delete key<br>b) Right-click and select Delete<br>c) Use the Clear button in the ribbon<br>d) All of the above |
| Q13. Which ribbon tab in PowerPoint contains options for designing and formatting slides?<br><br>a) Home<br>b) Insert<br>c) Design<br>d) Transition | Q14. What is the purpose of the AVERAGE function in Excel?<br><br>a) Counts the number of cells in a range<br>b) Finds the highest value in a range<br>c) Calculates the mean of a range of numbers<br>d) Rounds a number to the nearest integer |
| Q15. What does merging cells in a table allow you to do in word processing?<br><br>a) Split the table into multiple sections<br>b) Combine multiple cells into one cell<br>c) Add borders to individual cells<br>d) Change the font color of a cell | Q16. Which menu or toolbar is typically used to insert special characters in a word processor?<br><br>a) Format<br>b) Insert<br>c) Tools<br>d) View |
| Q17. In Excel, what does a data table allow you to do in what-if analysis?<br><br>a) Create dynamic charts<br>b) Perform calculations with variable input values<br>c) Import external data sources<br>d) Sort and filter data in a table | Q18. When creating a bibliography, what does the term "hanging indent" refer to?<br><br>a) Indenting the first line of each entry more than subsequent lines<br>b) Creating hyperlinks within the bibliography<br>c) Including page numbers for each reference<br>d) Sorting entries alphabetically |
| Q19. Which function is used to convert the first letter of each word in a text string | Q20. In PowerPoint, what view provides a full-screen display of the presentation to |

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| to uppercase in Excel?<br><br>a) UPPER<br>b) LOWER<br>c) PROPER<br>d) CAPITALIZE | the audience?<br><br>a) Normal view<br>b) Slide Show view<br>c) Slide Sorter view<br>d) Notes Page view |
| Q21. Which chart type is best suited for showing the relationship between two sets of numeric data points?<br><br>a) Pie chart<br>b) Line chart<br>c) Bar chart<br>d) Radar chart | Q22. What is the primary purpose of a mail merge in a word processing application?<br><br>a) Creating hyperlinks<br>b) Combining multiple documents<br>c) Customizing and sending bulk emails<br>d) Encrypting documents |
| Q23. What is the purpose of the "Next Record" field in a mail merge template?<br><br>a) Insert the next recipient's name<br>b) Move to the next page of the document<br>c) Skip to the next data record in the data source<br>d) Execute the next mail merge task | Q24. What is the purpose of applying a style or theme to a document?<br><br>a) To add hyperlinks<br>b) To control page margins<br>c) To enhance the overall visual appearance<br>d) To insert graphics |
| Q25. In Excel, what does the formula "=SUM(A1:A5)" represent?<br><br>a) Adds the values in cells A1 through A5<br>b) Multiplies the values in cells A1 through A5<br>c) Divides the value in cell A1 by the value in cell A5<br>d) Subtracts the value in cell A5 from the value in cell A1 | Q26. What is the primary purpose of the "Cut" command in text editing?<br><br>a) Duplicate selected text<br>b) Move selected text to the clipboard<br>c) Highlight selected text<br>d) Insert new text at the cursor position |
| Q27. How can you quickly find and replace text in a document?<br><br>a) Use the "Find and Replace" feature<br>b) Highlight and press Delete<br>c) Use the "Copy and Paste" feature<br>d) Change the font style | Q28. What is the purpose of using transitions in PowerPoint?<br><br>a) To add sound effects to each slide<br>b) To animate text and objects<br>c) To format the background of slides<br>d) To create hyperlinks between slides |
| Q29. How does the "accept all changes" feature contribute to document revision?<br><br>a) It rejects all changes made.<br>b) It approves and incorporates all edits.<br>c) It provides a summary of changes.<br>d) It highlights unresolved conflicts. | Q30. What does the term "collate" mean when selecting printing options?<br><br>a) Combine multiple documents into one<br>b) Print multiple copies of a document in sequence<br>c) Sort pages alphabetically<br>d) Adjust the printing margins |
| Q31. In word processing, what does the red | Q32. What does the COUNT function in |

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| squiggly line under a word indicate?<br><br>a) A spelling error<br>b) A grammar error<br>c) Correctly spelled but uncommon word<br>d) Italicized text | Excel do?<br><br>a) Adds up the values in a range<br>b) Counts the number of cells in a range that contain numbers<br>c) Multiplies the values in a range<br>d) Finds the smallest value in a range |
| Q33. In a word processing application, what feature is used to automatically generate a table of contents?<br><br>a) Spell check<br>b) Find and replace<br>c) Styles and headings<br>d) Page layout | Q34. What does AutoCorrect in word processing software automatically do?<br><br>a) Corrects spelling and grammar errors as you type<br>b) Generates auto-replies to emails<br>c) Adjusts the font size<br>d) Creates hyperlinks |
| Q35. Which action does the "Select All" command perform in a document or text editor?<br><br>a) Deselect all text<br>b) Select the entire document or text<br>c) Cut the selected text<br>d) Replace selected text with new content | Q36. In PowerPoint, what view allows you to see the structure of your presentation and rearrange slides easily?<br><br>a) Slide Sorter view<br>b) Normal view<br>c) Slide Show view<br>d) Reading view |
| Q37. What is the purpose of the "Line Spacing" feature in word processing?<br><br>a) Adjusting margins<br>b) Changing font styles<br>c) Controlling the space between lines of text<br>d) Adding page numbers | Q38. What does the "Print Area" feature in Excel allow you to do?<br><br>a) Print only selected cells<br>b) Change the font size of the entire worksheet<br>c) Add a border around the entire worksheet<br>d) Share the worksheet on social media |
| Q39. What is the purpose of an index in a document?<br><br>a) Alphabetically lists topics with page numbers<br>b) Changes document formatting<br>c) Embeds multimedia elements<br>d) Sets document permissions | Q40. What is the purpose of the IF function in Excel?<br><br>a) Adds a range of values<br>b) Counts the number of cells in a range<br>c) Performs a logical test and returns one value if true and another if false<br>d) Finds the average of a range |
| Q41. What is a cell in a spreadsheet?<br><br>a) A small, electronic device<br>b) The intersection of a row and a column<br>c) A formula used for calculations<br>d) A unit of computer memory | Q42. To conserve paper and ink while printing, which option should you choose?<br><br>a) Draft quality<br>b) Maximum quality<br>c) Color printing<br>d) Portrait orientation |

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| Q43. What does the "Page Layout" view in Excel allow you to do?<br><br>a) Edit cell content<br>b) Adjust the layout and formatting of the printed page<br>c) Insert new worksheets<br>d) Share the spreadsheet online | Q44. Which feature allows you to see the history of edits and comments made in a document?<br><br>a) Document statistics<br>b) Revision history<br>c) Track changes<br>d) Document outline |
| Q45. What does an absolute cell reference in Excel mean?<br><br>a) The reference changes when a formula is copied to another cell<br>b) The reference stays constant, regardless of where the formula is copied<br>c) The reference is not allowed in Excel<br>d) The reference is only applicable to text cells | Q46. In a mail merge, what is the purpose of a data source?<br><br>a) Enhancing document layout<br>b) Storing document comments<br>c) Providing recipient information<br>d) Formatting page margins |
| Q47. What does the LOWER function in Excel do to a text string?<br><br>a) Converts the text to uppercase<br>b) Extracts characters from the left side of the text<br>c) Converts the text to lowercase<br>d) Reverses the order of characters in the text | Q48. What does the SUM function in Excel do?<br><br>a) Finds the smallest value in a range<br>b) Counts the number of cells in a range<br>c) Adds up the values in a range<br>d) Calculates the average of a range |
| Q49. In a word processing application, what feature is used to automatically generate a table of contents?<br><br>a) Spell check<br>b) Find and replace<br>c) Styles and headings<br>d) Page layout | Q50. What is the primary purpose of Microsoft PowerPoint?<br><br>a) Editing images<br>b) Creating and delivering presentations<br>c) Writing documents<br>d) Managing emails |
| Q51. In a document, what is the purpose of setting a tab stop?<br><br>a) Adjust the document's font size<br>b) Align text at a specific position on the horizontal ruler<br>c) Change the document's line spacing<br>d) Apply a specific font color to text | Q52. How does the RIGHT function contribute to text formatting in Excel?<br><br>a) Converts text to lowercase<br>b) Extracts a specific number of characters from the left side of a text string<br>c) Extracts a specific number of characters from the right side of a text string<br>d) Counts the number of characters in a text string |
| Q53. What is the purpose of an index in a document? | Q54. How does the Scenario Manager contribute to what-if analysis? |

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| a) Alphabetically lists topics with page numbers<br>b) Changes document formatting<br>c) Embeds multimedia elements<br>d) Sets document permissions | a) It imports external scenarios for analysis<br>b) It allows you to create, view, and manage different scenarios in a worksheet<br>c) It generates random data for scenario testing<br>d) It calculates statistical functions for scenarios automatically |
| Q55. Which Excel function is used to convert text to lowercase?<br><br>a) UPPER<br>b) LOWER<br>c) PROPER<br>d) CASELOW | Q56. To conserve paper and ink while printing, which option should you choose?<br><br>a) Draft quality<br>b) Maximum quality<br>c) Color printing<br>d) Portrait orientation |
| Q57. How can you rearrange the order of slides in PowerPoint?<br><br>a) Drag and drop in Normal view<br>b) Cut and paste in Slide Show view<br>c) Rearrange using the Format menu<br>d) Shake the computer to reorder slides | Q58. What does the MID function in Excel primarily do when applied to a text string?<br><br>a) Counts the number of characters in a text string<br>b) Extracts a specific number of characters from the middle of a text string<br>c) Converts text to lowercase<br>d) Reverses the order of characters in a text string |
| Q59. Which feature allows you to see the history of edits and comments made in a document?<br><br>a) Document statistics<br>b) Revision history<br>c) Track changes<br>d) Document outline | Q60. In which view can you see the notes associated with each slide while editing a presentation?<br><br>a) Slide Sorter view<br>b) Notes Page view<br>c) Slide Show view<br>d) Reading view |
| Q61. What does the UPPER function in Excel primarily do when applied to a text string?<br><br>a) Convert text to lowercase<br>b) Extract characters from the left side<br>c) Remove special characters<br>d) Convert text to uppercase | Q62. In a mail merge, what is the purpose of a data source?<br><br>a) Enhancing document layout<br>b) Storing document comments<br>c) Providing recipient information<br>d) Formatting page margins |
| Q63. What is the purpose of the "Animation Pane" in PowerPoint?<br><br>a) To add background music to a presentation<br>b) To manage and control animations on | Q64. What is the purpose of a pie chart in Excel?<br><br>a) Showing trends over time<br>b) Comparing individual data points<br>c) Representing proportions of a whole |

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| slides<br>c) To format text and objects<br>d) To create hyperlinks between slides | d) Displaying correlation between variables |
| Q65. Which action is performed by the "Copy" command in text editing?<br><br>a) Delete selected text<br>b) Move selected text to a new location<br>c) Duplicate selected text to the clipboard<br>d) Format the selected text | Q66. How does the Goal Seek feature contribute to what-if analysis in Excel?<br><br>a) It creates dynamic scenarios based on user input<br>b) It automatically generates random data for analysis<br>c) It allows you to set a target value for a formula by adjusting another value<br>d) It imports data from external sources for analysis |
| Q67. In a word processor, what is the purpose of the "Find and Replace" feature?<br><br>a) Search for specific words and replace them with new ones<br>b) Highlight selected text<br>c) Change the document's font style<br>d) Count the number of words in the document | Q68. What type of chart is best suited for comparing individual values across categories in Excel?<br><br>a) Line chart<br>b) Bar chart<br>c) Radar chart<br>d) Scatter plot |
| Q69. What does the "Paste Special" option allow you to do in text editing?<br><br>a) Paste text without formatting<br>b) Paste text with bold formatting only<br>c) Paste text as a hyperlink<br>d) Paste text in a different font color | Q70. Which feature in PowerPoint allows you to duplicate a selected slide?<br><br>a) Copy and Paste<br>b) Duplicate Slide<br>c) Clone Slide<br>d) Replicate Slide |