

SARDAR PATEL ACADEMY AND RESEARCH CENTER

National Institute of Open Schooling(NIOS), AVI No. 990262, MHRD Govt. Of India
NIELIT/DOEACC Society, Ministry of IT, Govt of India - ACCR. No 01921.

CCC

Paper Code - CCC/CCO-FINAL-FEB-2023

Time: 2 Hours

Max Marks: 80.

Instructions

1. Student can give answers either in Hindi or English.
2. Student can only use black or blue pen.
3. Mobile phones are not allowed
3. Mobile phones are not allowed
4. You can't leave exam room at first hour

Question 1. Fill In the Blanks (All Questions are Compulsory)

10x1 = 10

1. _____key is used to check the Spelling & Grammar.
2. Ctrl+B is the shortcut key for -----
3. _____ is the short Key for Close Window.
4. A group of cells adjacent to each other forming a rectangular shape is referred to as _____.
5. Extension file of MS Word is_____
6. _____ option is used to recording text.
7. Ms-EXCEL is _____ software.
8. Portrait and _____ are the two orientations in page size option of page setup.
9. macro option is used for _____?
10. _____ displays the address of the active cell.

Question 2. True/False (All Questions are Compulsory)

10x1 = 10

1. Drop Cap is used to pick the color from any area.
2. You can insert a Drop cap from Insert Tab in MS-Power Point.
3. Scanner is input and Output device.
4. You can only insert one column,row or cell at a time
5. Word documents cannot be saved in Pen drive
6. Animations in PowerPoint are the same thing as transitions.
7. Power Point is a Spreadsheet software
8. Smart Art graphics cannot contain shapes.
9. PDF files are opened using Acrobat reader.
10. Excel displayed by default 3 sheets.

Question 3. Write shortcuts of following (All Questions are Compulsory)

10x1 = 10

1. Increase indend
2. Right alignment
3. Replace
4. Print Preview
5. Change Case
6. Print
7. Edit Cell (Excel)
8. Save
9. Paste

10. Superscript

Question 4. Define Following (Short Questions) Attempt any 10

10x2 = 20

1. Slide Master
2. Action button & Hyperlink
3. Spell Check
4. Upper
5. Data Validation
6. Pivot Table
7. Themes and Slide background
8. Explain Countif and Count Blank Function
9. Workbook and Worksheet Protection
10. New Slide
11. Explain Match Index function
12. Subtotal

Question 5. Attempt any 4 Questions

4x5 = 20

1. What are footnotes and Endnotes in ms-word? Explain with steps?
2. What is protection? Write steps for protect your document
3. What is Book mark?
4. Write the steps for creating Envelopes?
5. What are Foot notes & Endnotes?
6. How many type of charts. Define names?

Question 6. MCQ (All Questions are Compulsory)

10x1 = 10

1. The boxes that are displayed to indicate that the text, pictures or objects are placed in it is called ?
 - a. Text box
 - b. AutoText
 - c. Placeholder
 - d. Word Art
2. Which of the following is not one of PowerPoint view ?
 - a. Outline view
 - b. Presentation view
 - c. Slide view
 - d. Slide show view
3. In Excel, Columns are labelled as ____
 - a. \$A\$1 \$A\$2 etc.
 - b. A1 A2 etc.
 - c. 1 2 3 etc
 - d. A B C etc
4. Ctrl + T
 - a. Dialog box
 - b. Terminate all opened
 - c. Open Tabs Dialog box
 - d. Left Indent
 - e. Hanging Indent
5. Which is not a browser
 - a. Internet Explorer
 - b. Mozilla
 - c. Google
 - d. Opera
6. Which key deletes the character to the left of the cursor?
 - a. Delete
 - b. Home
 - c. Backspace
 - d. End
7. . The process of removing unwanted part of an image is called
 - a. Cutting
 - b. Cropping
 - c. Bordering
 - d. Hiding
8. Email stands for
 - a. None of these
 - b. Electric Mail
 - c. Electronic Mail
 - d. Easy Mail
9. What is the smallest and largest font size available in formatting bar

- a. 6 and 68
 - b. 6 and 72
 - c. 8 and 68
 - d. 8 and 72
10. The ability to combine name and addresses with a standard document is called _____
- a. form letters
 - b. mail merge
 - c. database management
 - d. document formatting