

# 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-2021

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 pan.
3. Mobile phones are not allowed
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4. You can't leave exam room at first hour

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

10x1 = 10

1. A sheet contain \_\_\_\_\_rows and \_\_\_\_\_columns.
2. Press \_\_\_\_\_ command to insert new slide.
3. Ctrl+A is the Shortcut key for -----
4. A \_\_\_\_\_ is formed when a row and a column intersects.
5. Use the backspace and \_\_\_\_\_ keys to erase the text.
6. \_\_\_\_\_ key is used to insert page number in ms word?
7. Ctrl+F is the shortcut for----- operation
8. \_\_\_\_\_ Option is used for Recording Text.
9. Change case is in \_\_\_\_\_tab in Ms-word.
10. No of total cells in excel are \_\_\_\_\_

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

10x1 = 10

1. Undo reverse the last action.
2. Charles Babbage is the father of computer
3. We cannot work without Application software.
4. Custom Slide Show is used to set slide show for groups.
5. You cannot resize a Word Art object.
6. You can Insert a picture from PageLayout Tab in MS-Word
7. CTRL + Shift Enter are used for Column break.
8. You can format each section of your document differently.
9. By default there are 3 Documents in MS-Word
10. Power Point is a Spreadsheet software

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

10x1 = 10

1. Undo
2. Duplicate
3. Font
4. Cut
5. Save
6. Hide Row
7. Goto
8. Italic
9. Turn Off

10. Bold

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

**10x2 = 20**

1. Define Cross Reference
2. Spell Check
3. Upper
4. Define Clip art and Smart art
5. Define Freeze Panes and New Window option
6. Action button & Hyperlink
7. Data Validation
8. End Note and Foot Note
9. Themes and Slide background
10. Goal Seek
11. Sort and filter
12. Explain Match Index function

**Question 5. Attempt any 4 Questions**

**4x5 = 20**

1. How Can you change the desktop wallpaper?
2. Explain the difference between Filter & Advance Filter?
3. What down all the Memory units?
4. What is the meaning of Rehearse Timing?
5. What is the use of Cross Reference?
6. What is the difference between Find & Replace?

**Question 6. MCQ (All Questions are Compulsory)**

**10x1 = 10**

1. Slide sorter can be accessed from which menu ?
 

a. View	b. Edit
c. File	d. Insert
2. In which view Headers and Footers are visible
 

a. Draft View	b. Print Layout View
c. Page Layout View	d. Normal View
3. A web address is also called a -----
 

a. RLU	b. LUR
c. ULR	d. URL
4. The internet is
 

a. all of these	b. a communication system for the Indian Government
c. a large network of networks	d. an internal communication system
5. Which Enables Us To Send The Same Letter To Many Person.?
 

a. More of the above	b. Templates
c. Mail Merge	d. Macro
6. In MS Word, in which Tab, Font group is available?
 

a. View Tab	b. Home Tab
c. Page Layout Tab	d. Insert Tab
7. In a Workbook, There may be \_\_\_\_\_ sheets default ?
 

a. 255	b. 253
c. 252	d. 250
8. The minimum number of rows and column in ms word
 

a. 2 and 2	b. 1 and 2
c. 2 and 1	d. 1 and 1
9. Find a right e-mail-

a. None of the above

b. satyam .com

c. ShwetIndia.com

d. Shwet@india.com

10. Which of the following is an example of non volatile memory?