SCOLE-Kerala
DCA - Examination - JUNE, 2017
Subject: DC 02. MS OFFICE & INTERNET

Time: $1^1/_2$ hrs.   Max. Mark: 50

SECTION: I
(Answer all questions)   ($6 \times 1 = 6$)

1. The expansion of HTML is ....

2. .... command is used for creating a new directory in MS DOS

3. .... is an example of web browser

4. The short cut used for selecting all the text in MS word is ....

5. The intersection of rows and columns create boxes is called ....

6. An example of RDBMS is ....

SECTION: II
(Answer all questions)   ($8 \times 2 = 16$)

7. How to select multiple adjacent files or folders in windows based computer system?

8. Write down the steps to move one or more files or folders from one place to another.

9. What is alignment? Name the four types of alignment.

10. List out any two Mathematical functions available in MS Excel and their meaning.

11. Explain how to change the font color and font type in MS Word.

12. What is a power point presentation?

13. What is a website?

14. What is a search engine? Give example.

SECTION: III
(Answer any 6 questions)   ($6 \times 3 = 18$)

15. What is an email? How to create an email?

16. How to insert a table in an MS Word document?

17. Explain the use of sum function in MS Excel with example.

18. What is a DBMS? List the advantage of DBMS.

19. Explain how to add a new worksheet in MS Excel workbook and how to rename it?

20. Explain how to insert word art and clipart in MS Word.

21. List the advantages of power point presentation.

[P.T.O.

[1]

SECTION: IV

(Answer any 2 questions) $(2 \times 5 = 10)$

22. What is mail merging? Explain the mail merging in MS Word with suitable example.

23. Explain how to draw column graph in MS Excel with example.

24. With the help of table, define the terms primary key and foreign key.