SCOLE
KERALA

SCOLE-KERALA
DCA - Examination - May 2018
Subject: DC 02. MS OFFICE & INTERNET

Time: 1½ hrs.s   Max. Marks: 50

SECTION I
(Answer all questions)   6 x 1 = 6

1. Write any one name of a popular office suite
2. Name of the application which is currently running is displayed on the ....
    of windows
3. Formulas are always starts with.................. in Excel
4. .... Is an example presentation Software
5. .... is the rows in a Relation
6. An example of RDBMS is ....

SECTION II
(Answer all questions)   8 x 2 = 16

7. Write the two critical components of an office automation systems are?
8. Write the two types of page orientations available.
9. How to move one paragraph from one position to another.
10. In Excel Columns are labeled from .... to ....
11. What is filtering?
12. Differentiate Workbook and Worksheet in Excel.
13. Write the steps to delete a slide.
14. Define cardinality

SECTION III
(Answer any six questions)   6 x 3 = 18

15. Explain the need of Office automation
16. Explain the steps to set page margins in Ms Word
17. How to insert a table to the matter
18. Explain the steps to Sort a list of students entered in an Excel sheet
19. Explain the type of operators available in Excel.
20. Write the names and application of buttons available in the navigation pane of Power point
21. Describe the advantages of DBMS?

SECTION IV
(Answer any two questions)   2 x 5 = 10

22. Explain the different fields to compose an email
23. Describe the steps to send a common letter to different addresses
24. Write the steps to add a custom animations