

(B)

SCOLE-Kerala
DCA – Examination
Subject: DC 02 MS OFFICE & INTERNET
(Maximum Marks: 50) (Time: 1 & 1/2 Hours)

Section: I
(Answer all questions) (6x1=6)

1. is an example of a Word processing Software
2. Intersection of rows and columns are called.....
3. is an example of a web browser
4. Is the set of values appearing in a column
5. Is the rows in a relation
6. The shortcut used for selecting all the text in Ms Word is

Section: II
(Answer all questions) (8x2=16)

7. What are the information's available in the status bar
8. List the types of alignments available in Paragraph
9. Write the text formatting features
10. In Excel rows numbered from To
11. What is sorting
12. Explain the application of sum() function in excel
13. Explain the slide pane
14. What is a database

Section: III
(Answer Any 6 questions) (6x3=18)

15. List the office suite tools
16. Write the steps to set page number as the footer
17. Explain the steps to insert a picture in the matter
18. How to add the content of cell A1 with C5 and store the result at J5
19. Explain the syntax of IF function in excel
20. Write the steps to insert a text box in a presentation
21. Explain the different data models

Section: IV
(Answer Any 2 questions) (2x5=10)

22. Explain the different types of internet connections
 23. Write the procedure to display the name of an item and quantity of item in grams in a pie chart
 24. Explain any three keys available in Databases
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