

Question Code : DC521

State Council for Open and Lifelong Education Kerala

Diploma in Computer Application Examination

May 2021

Subject: DC 02 MS OFFICE & INTERNET

Time: 1 ½ hrs

Max. Marks: 50

SECTION: I

(Answer **ALL** questions: 6 x 1 = 6)

1. Write an example for database software
2. The intersection between rows and columns in Excel is referred as
3. is an organized collection of related data
4. Write an MS DOS command to create a directory named "TEXT" under the current directory
5. The expansion of WWW is
6. tag is used to set the enclosed text into bold face

SECTION: II

(Answer **ALL** questions: 8 x 2 = 16)

7. Write two critical components of office automation
8. Write the different types of margins available in Word
9. What is the use of status bar in Word?

10. What is the use of "slide pane" in Powerpoint?
11. Write the formula to add numbers in cell A1 with B8 and store the result into C3
12. How to run a query from MS access?
13. List the type of internet connections available
14. Write a HTML to insert an image named "PIC1.JPG" into a page

SECTION: III

(Answer any **SIX** questions: $6 \times 3 = 18$)

15. How to change the page size in Word?
16. How to reposition a paragraph from one page to another page?
17. How to change the text as italics in word?
18. How to insert footer into a document?
19. Write the formula to fill the cell C2 with "PASSED" if the cell A3 is greater than 40 otherwise fill with "FAILED"
20. Write any three disadvantages of e-mail?
21. Explain the types of list available in HTML?

SECTION: IV

(Answer any **TWO**: $2 \times 5 = 10$)

22. Explain the steps of mail merge with an example
23. Explain the steps to draw a pie chart in Excel?
24. Explain the various fields if e-mail?
