

State Council for Open and Lifelong Education Kerala
Diploma in Computer Application Examination

May 2022

Subject: DC 02 MS OFFICE & INTERNET

Time: 90 Minutes.

Max. Marks: 50

SECTION: I

(Answer All Questions)

6x1 = 6

1. Write an example for software used for document preparation
2. Associated notes can enter with the current slide in pane of Power point.
3. Collection of related fields are called
4. Write an MS Dos command to copy a file named "PQ" to "XY"
5. The expansion of URL is
6. tag is used to set the enclosed text in to Italics.

SECTION: II

(Answer All Questions)

8x2 = 16

7. Write any two types of Software programs included in the Office suite.
8. Write the two types of page orientations available.
9. What is the use of Ribbon in Ms Word.
10. Write the formula & steps to find out the sum of range of cells from A1 to A8 and store the sum into A10.
11. Write the steps to delete a slide.
12. List the users of database.
13. Write the application of BODY tag.
14. Write the HTML tag to insert an image named "PIC1.JPG" into a page.

SECTION: III

(Answer any 6 Questions)

6x3 = 18

15. How to setup margin of a document in Word.
16. How to change the font size of a paragraph in Word.
17. How to insert header in a document.
18. How to insert table into a document.
19. How to protect a Worksheet from unauthorized or accidental correction of data.
20. Explain the attributes of <BODY> tag.
21. Explain the types of list available in HTML.

SECTION: IV

(Answer any 2 Questions)

2x5 = 10

22. How to apply border for a paragraph in Word.
23. Explain the different steps to sort a range of data in Excel.
24. Explain the different values of type attribute available for INPUT tag.

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