First Semester Diploma in Word Processing and Accounting Examination

MODEL QUESTION PAPER

DWA1C02 – Word Processing Tools

(With effect from 2012 Admission)

Time: 3 Hours   Total Marks: 100

Part A
(Answer any 15; Each Question carries 1 mark)

1. _____ is the option used for saving a copy of a document in other location.
    (a) Save   (b) Save As   (c) Copy   (d) Publish.

2. **Control+Z** is the shortcut for the _____operation
    (a) Cut   (b) Copy   (c) Paste   (d) Undo

3. After changes have been undone, _____becomes active.
    (a) Print   (b) Undo   (c) Redo   (d) Exit.

4. What is the shortcut key for cut operation?
    (a) Control+C (b) Control+M(c) Alt+V   (d) Control+P.

5. Writer can import various _____and raster file formats.
    (a) Master   (b) Bitmap   (c) Vector   (d) Visual.

6. _____ is the shortcut key for Help.
    (a) Control+P (b) Control+B (c) F1   (d) B2.

7. _____are especially useful when you have to do a task the same way over and over again.
    (a) Macros   (b) Play   (c) Autorun   (d) Fonts

8. _____ are commonly used for printing address lists
    (a) File   (b) Scanner   (c) Labels   (d) Macros

9. In what menu item that includes the footnotes option?
    (a) File   (b) Format   (c) Edit   (d) Insert

10. Impress is the _____ program included in OpenOffice.
(a) Animation (b) Font Editing (c) Image Editing (d) Presentation.

11. The Slides pane contains _____ pictures of the slides in your presentation.
(a) Thumbnail (b) Clip   (c) Actual   (d) Real.

12. Impress is the _____ program included in OpenOffice.
(a) Animation (b) Font Editing (c) Image Editing (d) Presentation.

13. The Slides pane contains _____ pictures of the slides in your presentation.
(a) Animation (b) Font Editing (c) Image Editing (d) Presentation.

14. Default alignment of the text in a cell is
(a) Middle-aligned b) Right-aligned c) Center-aligned d) Left-aligned

15. Clicking the _____ button inserts a formula into the current cell that totals the numbers in the cells above the current cell.
(a) Sum   b) Calculate   c) Equate   d) Align

16. Clicking the _____ button inserts an equals (=) sign into the selected cell and the Input line, thereby enabling the cell to accept a formula.
(a) Sum   b) Function   c) Equate   d) Align

17. Pressing Control+_____ moves one sheet to the right.
(a) Delete   b) Page Up   c) Page Down d) Shift

18. ^ is the _____ operator in calc.
(a) Division   b) Subtraction Up   c) Exponential d) Percent

19. What symbol is used for representing range operator?
(a) Coma   b) Dot   c) Colon   d) Parenthesis

20. IM software requires a _____ which relays messages between clients.
(a) Central Server b) User   c) Computer   d) CPU

Part B
(Answer any 10; Each Question carries 2 marks)

21. _____ is the shortcut for insert a table.
22. The _____ provides information about the document and convenient ways to quickly change some document features.
23. _____ checks each word as it is typed and displays a wavy red line under any misspelled words.
24. The _____ displays all objects contained in an impress document.

25. The first slide in a presentation is normally a _____ slide.
26. A slide master is a slide that is used as the _____ for other slides.
27. The _____ section provides access to a number of slide to slide transition options.
28. To access the background colour options you must access _____ Setup.
29. _____ is a chart type.
30. A _____ is a saved sequence of commands or keystrokes that are stored for later use.
31. _____ appear at the bottom of the page on which they are referenced.
32. _____ are cell locations that hold the data.
33. _____ refers to a collection of characters.
34. _____ is a shorthand term that means "Web log"
35. Each e-mail address is _____.

Part C
(Answer any 10; Each Question carries 3 marks)

36. Explain the series of steps involved in inserting special character in Writer.
37. Explain the usage of tabs in Writer.
38. How to create nested tables?
39. How to create a macro?
40. Differentiate between two types of page breaks.
41. Explain the steps involved in inserting an image from a file to Writer document.
42. What you mean by slide layouts?
43. How to set a solid colour background to a single slide.
44. Why patterned backgrounds can make slides difficult to read?
45. What are the basic font properties?
46. Write the steps for inserting new sheet in Calc.
47. Write about Subscribing.
48. How the e-mail is accessed?
49. How to insert page break in Calc.
50. What are the features included in word processors.

Part D
(Answer any 7; Each Question carries 5 marks)

51. Write the procedure for setting password for a writer document in detail.
52. Briefly describe about the main workspace of Open Office Writer.
53. Write a short not on Macros.
54. Briefly explain Mail Merge.
55. Explain in detail about the sections of Task pane of Impress.
56. What are the different tools available for impress to draw images?
57. Explain how to insert a function in Calc.
58. Write short note on operators in formula.
59. Write a note on E-mail.
60. Write short note on true type fonts.