

Name:.....

Register No:.....

UNIVERSITY OF CALICUT

First Semester Gateway to Information Technology Examination

MODEL QUESTION PAPER

GIT1C03 – Office Application 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)
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 function of Find in Open Office Writer.
37. How to create nested lists?
38. How to change the measurement unit of the ruler?
39. Explain the steps involved in changing language of the spelling checker.
40. What is thesaurus?
41. What are the three different graphics in Writer?
42. What you mean by slide layouts?
43. How to set a solid colour background to a single slide.
44. How to set a gradient colour background to a single slide.
45. What are the different chart types available for Impress?
46. How to create horizontal texts?
47. What are the basic font properties?
48. Write the steps for inserting new sheet in Calc.
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. Explain the usage of Find & Replace dialog.
53. Explain Foot notes and End notes.
54. Explain in detail about the sections of Task pane of Impress.
55. Explain the term Site Master.
56. Write a note on drawing tools.
57. Write short note on operators in formula.
58. Write short note on true type fonts.
59. Explain about word processor.
60. What is the need for transliteration? Explain.
