



LBS CENTRE FOR SCIENCE & TECHNOLOGY
DCA I SEMESTER REGULAR/SUPPLEMENTARY EXAMINATION JANUARY 2020
DCA2K17 102 – OFFICE AUTOMATION PACKAGES

Time: 2 Hrs.

Max. Marks: 100

PART A (Answer all questions)

I Choose the correct answer (Each question carries 1 mark)

1. What is the extension of word document?
a).txts b).word c).docs d).docx
2. Which command is used to display the content of the file abc in linux
a) ls < abc b) dir > abc c) cat abc d) type abc
3. Power point is a software
a) Word Processing software b) DBMS Package
c) Presentation Software d) None of These
4. A letter that appears little above the normal text is called -----
a) Superscript b) Subscript c) Supertext d) Toptext
5. To open the Sort dialog box by choosing Sort from the menu in Calc
a) View b) Format c) Tools d) Data
6. Which one is not a Function in MS Excel?
a) SUM b) MAX c) AVG d) MIN
7. Which of the following is an extension of the OpenOffice Calc?
a).dos b).sod c).ods d).calc
8. To use the Slide Transition option by selecting it on the menu in Impress
a) Slide Show b) View c) Tools d) Format
9. A formula in Calc is starting with sign
a) + b) / c) = d) *
10. The Change Case option in MSWORD contains
a) Upper Case b) Lower Case c) Toggle Case d) All of these **[10 x 1 = 10]**

Fill in the blanks (Each question carries 2 marks)

11. The command used to create a directory in Linux is
12. **Ctrl+S** is the shortcut key for in MSWORD

13. The application contains information about computer drives.
14. In Excel, the intersection of row and column is known as
15. Table option is appear in ribbon tab in MSWORD
16. Subtotal is an option of ribbon tab in Excel
17. An example of logical function in Excel is
18. Bullet and Numbering is appear in menu in Impress
19. Mistakes can be checked using facility in Writer
20. Function returns current date in Calc. [10 x 2=20]

PART B

II Answer any FIVE questions from the following. (Each question carries 6 marks)

1. Write down any three desktop icons in Windows and its use?
2. What is the use of grep command in Linux and write any four options?
3. Write three cursor movement commands in **vi** editor and its use?
4. Write down the steps to insert a bullet and numbering option in MSWORD?
5. How to insert a table, rows and columns in a table in Writer?
6. Briefly explain different types of filters in MSEXCEL?
7. Briefly explain slide transition and custom animation in MS PowerPoint?
8. Write any three string functions in Calc and its use? [5 x 6=30]

PART C

III Answer any FOUR questions from the following. (Each question carries 10 marks)

1. Explain the file structure of Linux?
2. Explain any four applications in Windows Accessories group?
3. What is mail Merge? Write down the steps used in MSWORD?
4. Explain any five mathematical functions in Excel?
5. Explain **find and replace** and **headers and footers** options in Writer?
6. Name any five Chart type in Calc? Write the steps to create a chart? [4 x 10=40]