Term End Examination - December, 2018
Certificate in Soft Skills and IT Skills
MS Office & Internet Applications
CSSITS-04

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Time - 3 Hours   **Full Mark - 100**

*(Answer **all** questions form Group-A , any **four** questions from Group -'B', any **four** questions from Group -'C' and any **two** questions from Group -'D')*

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Group 'A'   **Mark: 1 × 10 = 10**

*(Answer **all** questions)*

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Q. No. 1 Choose the correct answer in each of the following questions.

a) Which is the default alignment in word?
- i. Left
- ii. Right
- iii. Centre
- iv. Justify

b) Following is used for creating presentations.
- i. MS Word
- ii. MS Access
- iii. MS Excel
- iv. Power Point

c) File extension of word document is
- i. .xls
- ii. .doc
- iii. .word
- iv. .jpeg

d) The shortcut command of 'save' in excel:
- i. Ctrl + A
- ii. Ctrl + C
- iii. Ctrl + V
- iv. Ctrl + S

e) Portrait and Landscape are _____
- i. Paper size
- ii. Page layout
- iii. Page orientation
- iv. Page margin

f) Formulas in Excel start with
- i. #
- ii. %
- iii. =
- iv. +

g) A function inside another function is called _____
- i. Nested function
- ii. Round function
- iii. Inner function
- iv. None of the above

h) Excel displays the current cell address in the
- i. Status Bar
- ii. Name Box
- iii. Formula bar
- iv. None of the above

i) A new presentation can be created from
- i. From Existing Presentation
- ii. Blank Presentation
- iii. From Design Template
- iv. All of the above

j) From which tab you can access Picture, Test Box and Chart etc.?
   i. Home
   ii. Insert
   iii. Transitions
   iv. None of the above

Group 'B'

Q. No. 2 *(Answer any four questions each within 50 words)*   **Mark: 5 × 4= 20**
   (a) Write the uses of MS-Word?
   (b) What do you mean by Mobile Internet?
   (c) How to add header in MS-Word document?
   (d) How to copy and paste values in the worksheet?
   (e) Write a procedure to create a new MS PowerPoint presentation.
   (f) How to insert a text box in MS-Word?

Group 'C'

Q.No.3. *(Answer any four questions each within 200 words)*   **Mark: 10 × 4= 40**
   a) Write the items present in the home tab and their uses in MS-Word.
   b) Write the options available in the Quick access Bar in MS-Excel.
   c) List the various items that can be inserted in MS-Word document.
   d) Explain how the Internet has changed our life?
   e) Duplicating content can be done in how many ways in MS PowerPoint.
   f) Write short notes on:
      i. View Tab in MS-PowerPoint
      ii. Data Tab In MS-Excel

Group 'D'

Q.No.4. *(Answer any two questions each within 250 words)*   **Mark: 15 × 2= 30**
   a) What is a social media? Mention different popular social media with their role in society.
   b) What are the tools used in MS-Word? Write the options of File tab or File menu?
   c) Discuss the feature of animations available in MS-PowerPoint in Animation Tab.
   d) Write the different options and features to prepare a MS-Power Point presentation.