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**Term End Examination - June, 2018**  
**Certificate in Soft Skills and IT Skills**  
**CSSITS-04: MS OFFICE & INTERNET APPLICATIONS**

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')*

Group 'A'

Mark: 1 × 10 = 10

*(Answer all questions)*

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

- (i) Which of the following is not valid version of MS Office?
- |                 |                  |
|-----------------|------------------|
| a) Office 2003  | c) Office 2007   |
| b) Office Vista | d) None of above |
- (ii) A feature of MS Word that saves the document automatically after certain interval is available on
- |                                   |                  |
|-----------------------------------|------------------|
| a) Save tab on Options dialog box | c) Both of above |
| b) Save as dialog box             | d) None of above |
- (iii) Which of the following is not a font style?
- |            |                |
|------------|----------------|
| a) Bold    | c) Regular     |
| b) Italics | d) Superscript |
- (iv) Portrait and Landscape are
- |                     |                 |
|---------------------|-----------------|
| a) Page Orientation | c) Page Layout  |
| b) Paper Size       | d) All of above |
- (v) Which of the following is not a type of page margin?
- |          |           |
|----------|-----------|
| a) Left  | c) Center |
| b) Right | d) Top    |
- (vi) What is a portion of a document in which you set certain page formatting options?
- |             |               |
|-------------|---------------|
| a) Page     | c) Section    |
| b) Document | d) Page Setup |
- (vii) Borders can be applied to
- |              |                 |
|--------------|-----------------|
| a) Cells     | c) Text         |
| b) Paragraph | d) All of above |
- (viii) Each excel file is called a workbook because
- |   |  |
|---|--|
| a) It can contain text and data                                     |  |
| b) It can be modified   |  |
| c) It can contain many sheets including worksheets and chart sheets |  |
| d) You have to work hard to create it                               |  |
- (ix) Which types of charts can excel produce?
- |                                    |   |
|------------------------------------|---|
| a) Line graphs and pie charts only | c) Bar charts, line graphs and pie charts |
| b) Only line graphs                | d) Bar charts and line graphs only        |

(x) How are data organized in a spreadsheet?

- a) Lines and spaces
- b) Layers and planes
- c) Rows and columns
- d) Height and width

**Group 'B'**

**Mark: 5 × 4= 20**

**Q. No. 2 (Answer any four questions each within 50 words)**

- a) What are the uses of MS-PowerPoint?
- b) Write the options available in File tab or File menu in MS-Word
- c) What do you mean by Mobile Internet?
- d) Name the formulae available in an Excel worksheet.
- e) Write a procedure to create a new MS PowerPoint presentation.
- f) How to add header in MS-Word document.

**Group 'C'**

**Mark: 10 × 4= 40**

**Q. No. 3 (Answer any four questions each within 200 words)**

- a) What do you mean by Internet? How it is different from Intranet?
- b) Give some examples of popular social media.
- c) Why MS-Word is called a Word-processor? Explain.
- d) List the various items that can be inserted in MS-Word document.
- e) Write the functions of various tabs available MS-Excel screen.
- f) Mention different popular social media with their role in society.

**Group 'D'**

**Mark: 15 × 2= 30**

**Q. No.4 (Answer any two questions each within 250 words)**

- a) What is a ribbon and what are its components in MS Excel?
- b) Discuss the feature of animations available in MS-PowerPoint in Animation Tab.
- c) Discuss how Internet has changed our life? What are its side effects?
- d) Write the items present in the home tab and their uses in MS-Word.

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