

St.Aloysius College (Autonomous) Jabalpur

Question Bank

B.Com Ist /BA Ist Year (Computer Application)
Paper:- Office Automation and Desktop Publishing

Multiple Choice Questions :-

- I) Which of the following is not a component of the office suite?
(a) Writer (b) Impress (c) **Internet Explorer** (d) base
- II) Header and footer is available in which of the following menu?
(A) File menu (b) **Insert menu** (c) view menu (D) Edit menu
- III) To hide or view ruler we should go to which of the following menu?
(a) Tool menu (b) Insert menu (c) **view menu** (d) Edit menu
- IV) Which of the following is the default extension of the writer file?
(a) .obt (b) .doc (c) **.odt** (d) .docx
- (v) Spellings are correct automatically in the writer because of which of the following feature?
(a) **Auto text** (b) Auto correct (c) Auto complete (d) All of the above
- (VI) What is the name of the mechanism to arrange the data in a particular order ?
(a) **Sorting** (b) Searching (c) Filtering (d) Validating
- (VII) Which of the following is an extension of a worksheet created in Calc?
(a) **.ods** (b) .odd (c) .xls (d) .obj
- (IX) A Function should start with in Calc?
(a) **'=' Sign** (b) Alphabets (c) Numbers (d) All of the these
- (X) How many axes does chart in Calc have?
(a) **Two** (b) Three (c) Two or Three (d) Four

(XI) Which of the following is not a part of the main impress window?

- (a) **Slides Pane** (b) Workspace (c) Work pane (d) Task pane

(XII) Which view button listed below is not one of those available in the workspace ?

- (a) Normal View (b) Outline View (c) Thumbnail View (d) Notes

(XIII) Which view is generally used for creating , formatting and designing slides?

- (a) Normal View (b) Outline View (c) Notes (d) **Slide Sorter View**

(XIV) The default orientation of a page in writer is

- (a) **Portrait** (b) Landscape (c) Book (d) None of these

(XV) Which of the following does not come under page formatting?

- (a) Setting margins (b) **Find & replace** (c) Setting header & footer (d) Page Orientation

(XVI) The tool allows you to select a drawing with the free hand?

- (a) Fuzzy selection (b) **Lasso** (c) Text (d) Bucket Fill

(XVII) GIMP's basic palette consisting of colours

- (a) Three (b) **Two** (c) One (d) Many

(XVIII) Scale option is used to change the which of the following option

- (a) Colour (b) **Size** (c) Area (d) All of the above

(XIX) By default the extension of Gimp file is

- (a) .XCF (b) .BMP (c) .TIFF (d) .PNG

(XX) Which tool helps you to add a new layer to the image which is identical copy of the active layer ?

- (a) Smudge tool (b) Dodge tool (c) Perspective tool (d) **Duplicate Layer**

(XXI) In which menu of libre office writer the mail merge option is found?

- (a) Format (b) Files (c) **Tools** (d) Insert

(XXII) What is the short key in Libre Office Writer for the print preview ?

- (a) Ctrl+O (b) Ctrl+Shift+P (c) Ctrl +F2 (d) **Ctrl+Shift+O**

(XXIII) What is the short cut key to delete a cell in Libre Office Calc?

(a) Ctrl++ (b) **Ctrl+-** (c) Ctrl+d (d) Delete

(XXIV) What is the address of last column in Libre Office Calc?

(a) **AMJ** (b) XFD (c) AMG (d) EMJ

(XXV) What is the by default of a presentation made in Libre Office Impress?

(a) Shw1 (b) Slide1 (c) Presentation1 (d) **Untitled1**

Short answer type questions

- What is open source operating system? Explain.
- . What is the difference between the text editor and word processor?
- How many components are there in libre office suite?
- What is the difference between the book marking and cross referencing in libre office writer?
- What is Spreadsheet ? Explain what is active cell in this.
- Write the steps to rename a worksheet in the spreadsheet?
- What is the use of the functions in Libre Office Calc?
- What is libre office impress? Which kind of work we can do in Impress?
- What is Libre Office Base ? Write its features ?
- How many datatypes are there in Libre Office Base?
- How many ways to create table in Libre Office Base ?
- Explain what are the main four objects of Libre Office Base?
- Write all the fields where the database can be used?
- What is Inkscape application?
- What is vector graphics ?
- What platforms does Inkscape runs on ?
- What format can Inkscape import/export?
- What is GIMP ? Explain
- Write all the features of GIMP application?

Long Answer Type Questions

- What is Fedora Operating System ? Write its all possible features.
- Explain the Layout of the Libre Office Writer.
- Write the steps to create an Index in Libre Office Writer ?

- What is mail merge in Libre Office? Write all the steps to do the mail merge in writer.
- In which menu of libre Office Writer Header, footer and Endnote & footnote option exists? Write the working of all these options and explain the difference also.
- What is the use of Libre Office Calc ? In how many fields the Calc application can be used ?
- Explain the anatomy of Libre Office Calc application ?
- Write the mathematical and Logical functions of Libre Office Calc with syntax and example.
- What is conditional formatting in Libre Office Calc? Write all the possible conditions to do the conditional formatting.
- What is Libre Office Impress? Why we use the libre office Impress give reasons and its features.
- Write all the slide layout types of Libre Office Impress?
- How to apply the animation on text and on slides in Libre Office Impress?
- What is data base management system? What is the use of database and explain its features ?
- In which kind of fields the database can be used? Explain with example.
- What is the constraints in Libre Office Impress? What is the use of constraints write the primay key constraint with its features & example.
- What is the use of form designing in Libre Office Base? Write the different ways to design the form in base.
- What is Report in Libre Office Base? Write the different ways to create report.
- What is GIMP application ? Explain its features and its use?
- Explain the anatomy of the GIMP application ?
- Explain any 10 tools of GIMP with its working ?
- How we can merge the different layers to convert into a single object in GIMP ?Explain.
- How we can do the animation in GIMP? Write the process to do the animation.
- What is Inkscape application ? Explain its features and use in various fields.
- Explain the layout of Inkscape application with all the possible options.
- Explain any 10 tool of the Inkscape application with the example.