MS OFFICE

I. Fill in the blanks:
1. To open MS-Paint select **Start>>Program>>Accessories>>Paint.**
2. The extension of a file created in MS-Paint is .**bmp**
3. The combination keys of **ctrl+C** is to copy a document.
4. In MS-Word, to put table you have to click table>>**Insert**>>Table
5. To create a folder you have to right click>>**New**>> folder.
6. To open MS-Word, go to start>>**All Program**>>Microsoft Office>>MS-Word
7. Worksheet is also known as **Spreadsheet**
8. In MS-Excel, to insert new Worksheet you go to insert>>**Worksheet**
9. Files in Excel are called **Workbook**
10. The main purpose of PowerPoint is to give **Presentation**

II. Choose the best Answer
1. MS-Windows is:
   a) An Operating System ✓   b) An application Software
   c) A Compiler   d) Spreadsheet
2. The combination keys is used to close open window/shut down computer
   a) Alt+123   b) Alt+ctrl+21
   c) Alt+012   d) Alt+F4 ✓
3. IN MS-Word to insert Header and Footer
   a) Insert>>Header and Footer   b) InsertPage Number>>Header and Footer
   c) View>>Header and Footer ✓   d) View>>Insert>>Header and Footer
4. The extension of MS-Word file
   a) .DOC ✓   b) .TXT
   c) .XLS   d) .PPT
5. The extension of MS-Excel file
   a) .DOC   b) .TXT
   c) .XLS✓   d) .PPT
6. The extension of MS-Power Point file
   a) .DOC   b) .TXT
   c) .XLS   d) .PPT ✓
7. To insert columns in MS-Word is
   a) Insert>>Columns   b) Format>>Columns✓
   c) View>>Columns   d) None of the above
8. The short cut keys for spelling and grammar check is:
   a) F7 ✓   b) F9
   c) F10   d) F8
9. In Excel, to calculate the discount of 20% of (E9) is:
   a) =E9*20/100 ✓   b) =E9-(E9*20/100)
   c) =-(E9*20/100)   d) None of the above
10. To add effect in Power Point is to click:
   a) Insert>>Custom Animation>>Add Effect
   b. Format>>Custom Animation>>Add Effect
   c. Slide Show>>Custom Animation>>Add Effect ✓
   d. Tools>>Custom Animation>>Add Effect

III. State the following statement as true or false:
1. Only 10 icons can be placed on the desktop. **F**
2. Folders can contains sub-folders. **T**
3. Short cut can be created on the desktop. **T**

4. Files can be deleted from windows with or without confirmation. **T**
5. The taskbar can be moved to any corner of the screen. **T**
6. In Excel all formulas starts with '=' sign. **T**
7. Power Point is mainly used for entertainment. **T**
8. MS-DOS is an operating system which has no graphical user interface. **T**
9. MS-Word is an operating system. **F**
10. MS-Excel is used in calculation of data. **T**

IV.   MS-Word short cut keys for?

> **1.1 Cut------------- Ctrl+X**
> **1.2 Paste----------Ctrl+V**
> **1.3 Copy----------Ctrl+C**
> **1.4 Undo----------Ctrl+Z**
> **1.5 Print----------Ctrl+P**
> **1.6 Italic----------Ctrl+I**
> **1.7 Bold-----------Ctrl+B**
> **1.8 Underline----Ctrl+U**
> **1.9 Center Align—Ctrl+E**
> **1.10 Edit----------Alt+E**

Short Answers---
ASCII
(American Standard Code for Information Interchange) is the most common format for text files in computers and on the internet. In an ASCII file, each alphabetic,NUMERIC or special character is represented with a 7-bit binary number (a string of seven 0s and 1s). 128 possible characters are defined.

HARD COPY: A hard copy is a printed copy of information from a computer. Sometimes referred to as a printout, a hard copy is called because it exists as a physical object.

SOFT COPY: It is an electronic copy of some type of data, such as files viewed on a computer's display or transmitted as an e-mail attachment. Such material, when printed, is called soft copy.

FOLDERS: In the windows, Macintosh and some other operating system, a folder is a named collection of related files that can be retrieved, moved or otherwise manipulated as one entity. The folder and files terms were chosen to be consistent with the metaphor that the user interface in a desktop.

ICON: An Icon is a small picture or symbol on a graphical user interface(GUI) that represent a program or command, file, directory (also called a folder) or device (such as a hard disk or floppy).

GUI(Graphical User Interface): A program interface that takes advantage of the computer graphics capabilities to make the program easier to use. Well-Designed Graphical User Interfaces can free the user from learning complex command languages.
On other hand, many users find that they work more effectively with a command driven interface, especially if they already know the command languages

WINDOWS: MS-DOS is an operating system which has textual Interface. In this operating system, with a view to end the inconvenience of typing the commands, Microsoft has developed a new program which was named windows. This program provides GUI facility an displays the command as picture-symbols while various application programs are presented in in rectangular boxes which

are called windows. In this interface all the programs are displayed as windows on the screen, hence it is called Windows.

SPREADSHEET: Spreadsheet programs are basically designed to work with a lot of mathematical operations, arranged data in tabular forms, created charts and colorful graphs. A spreadsheet program consist of worksheet which is a page divided into rows and columns. Rows and columns are arranged horizontally and vertically respectively.

What is a Power Point? What are the chief elements of presentations?

When times come to make presentation, whether it is to prospective client or your own board of directors, PowerPoint is the application that you will surely like to have on your slide. With PowerPoint, you will be able to get your own point across whether it is through a slide show of your presentation on computer or by using printed overhead slides. PowerPoint will take a combination of the result of your efforts in Word and Excel and add some of its gaudy effects to really get your point across.
PowerPoint features includes:-
Handout:- Handout provide support to presentation. Handout can be distributed amongst audience before you start presenting it on screen or projector. It contains slides printed in two, three, six and nine. Company name, date etc can be printed on it.
Speaker's Notes:- While presenting, speaker use to write note for their own help called speaker's note. Speaker while showing their presentation take help from their notes
Outline:- When presentation is prepared, you have an alternative as outlines to work with. In this form, title and main text are displayed but text style with the help of Art and text tool is not visible on screen. You can print this outline.

What are the main features of Word Processor?
Word processor helps us in the above way just because of its excellent features. They are as follows:-
Word Wrap:- You can realize well the importance if you compare typing done with a word processor and that of with a traditional typewriter. In a manual typewriter, when you type your text in a line and it completes, every time you need to change the line manually. This is really a matter of botheration. But a word processor incorporates a feature that changes line automatically. You need not worry about changing line every time.
Editing of text:- Editing of text is one of the most important and powerful characteristics of a word processor. You need not have an eraser with you which make your write-up dirty. A word processor provides you unlimited change to get your typing errors corrected looking on your screen.
Page Formatting:- You just set your page on your word processor leaving margins top, bottom, left and right. This features of word processor would never trespass the area, you have set as No Writing Zone. Besides you can format the page adding borders, shading etc. It looks like a nice page. Headers and Footers, page numbering, end note and so on can automatically be printed on every page by setting the same.
Text Formatting:- You have a lots of fonts (style of letters) in various sizes like plain,Font,cursive etc you select the font style, set its size, mark emphatic it by choosing different font faces like bold, italics and underline.
Retrieving your work:- you type a letter, got it printed or sent it electronically. The job is not over. Incase, you need it any moment in future you can recall it and can manipulate as you would like. To explore this advantage you must save your work with a file name.
Output of your application:- You can get your output in several ways. You can get it in a concrete way as well as in abstract way. On screen it is abstract, you just see but cannot touch pin in a paper known as soft copy. On paper you can get it stored on a floppy disk also.