

**CHAPTER – 1****(OFFICE TOOLS)****Multiple Choice Questions**

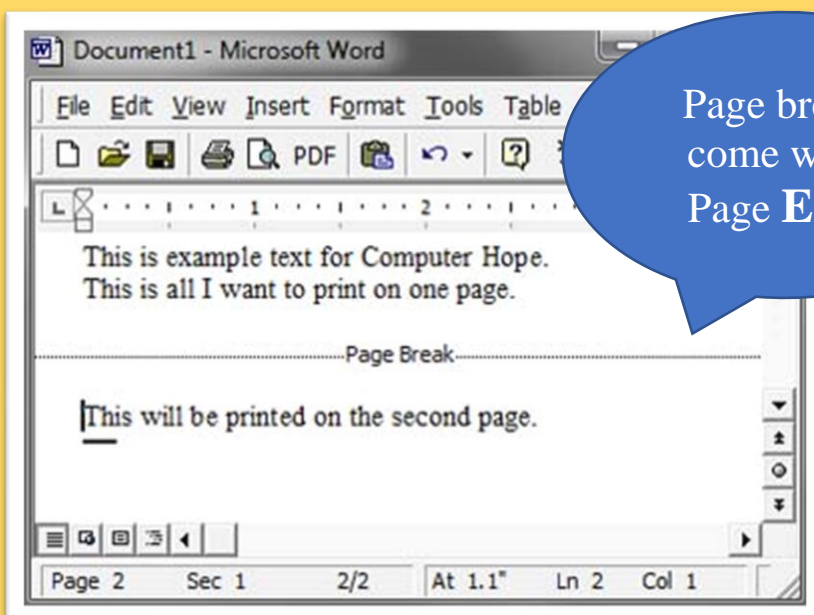
**Q 1:** Which tool is used to maintain records of Budget, Financial statement and sale?



**Answer:- (Spread sheet)**



**Q 2:** MS Word automatically enters page break when we reach at the\_end of a page.



Page breaks  
come when  
Page **END**

**Answer:- END**

**Q 3:** When we type in our document, \_\_wavy lines appear under the spelling misspelt words.



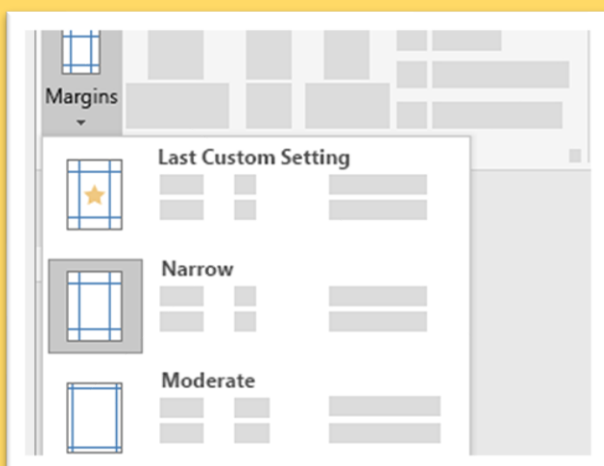
**Answer:- (RED)**

**Q 4:** Entrance + Exit and Exit are the most common effects of\_\_



**Answer:-animation**

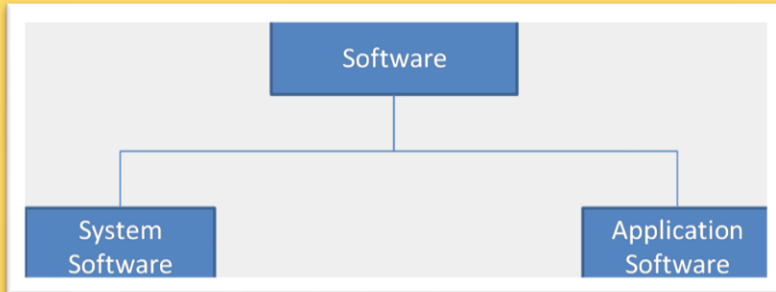
**Q 5:** \_\_\_is the blank space at the corner of pages.



**Answer:- (Margin)**

## Fill in the Blanks

1. Computer software is divided into two categories: \_\_\_ and \_\_\_.



**Answer:-** System Software, Application Software

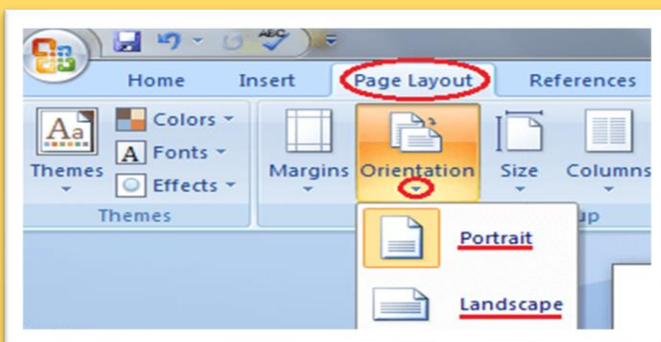
2. Database is a collection of related data. Objective of this tool is to \_\_\_\_\_ and \_\_\_\_\_ data |

ORGANIZE

MANAGE

**Answer:-** ORGANIZE, MANAGE

3. We can choose \_\_\_ or \_\_\_ orientation for the whole or some part of document.



**Answer:-** PORTRAIT, LANDSCAPE

4. Extensions of image files that are supported by Power point are \_.



**Answer:-** .tiff, .bmp, .jpg, .gif

5. Multimedia software is a tool which permits user to make \_\_ and \_\_ with help of Multimedia player and real player.



Answer:- Audio, Video

True or False

1. Main purpose of Spread sheet tool is to prepare documents. **(FALSE)**
2. Application software is a software which performs special task for user.  
**(TRUE)**
3. We can drag the current tab at different places to left or right along with ruler.  
**(TRUE)**
4. When we click on Print tab, Print Preview is displayed automatically.

**(TRUE)**

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## Very small Question Answers

1. Write extension of word document in MS office |



**Answer:- .docx**

2. Write extension of Spread sheet in MS office 2010.



**Answer:- .xlsx**

3. Write extension of power point in MS office 2010.



**Answer:- .pptx**

4. Write full form of BMP (Image File).



**Answer:- Bitmap picture**

5. Write full form of PDF.

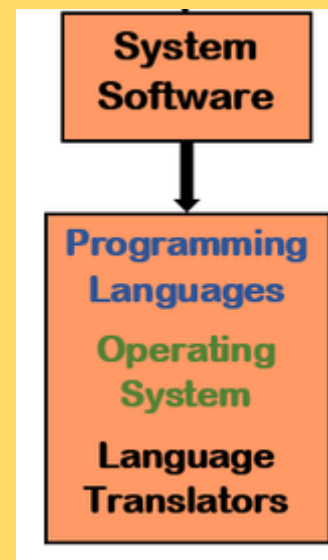
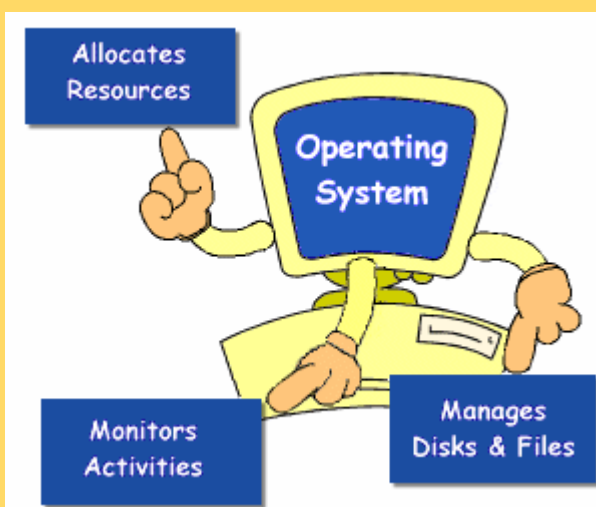


**ANS: Portable Document Format**

## Small Question Answer

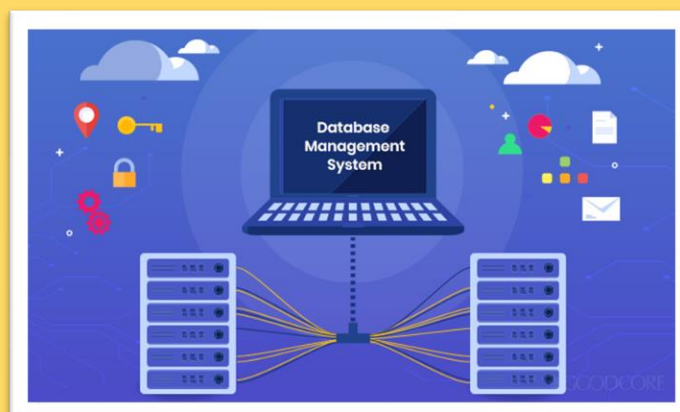
### Q 1: Write the definition of System Software.

**Ans:** The Software which is used to control the overall functionality of a computer system is called system software. Application software cannot work without System software. System software are of many types, for example: Operating system, Language Translator, Utility Program etc.



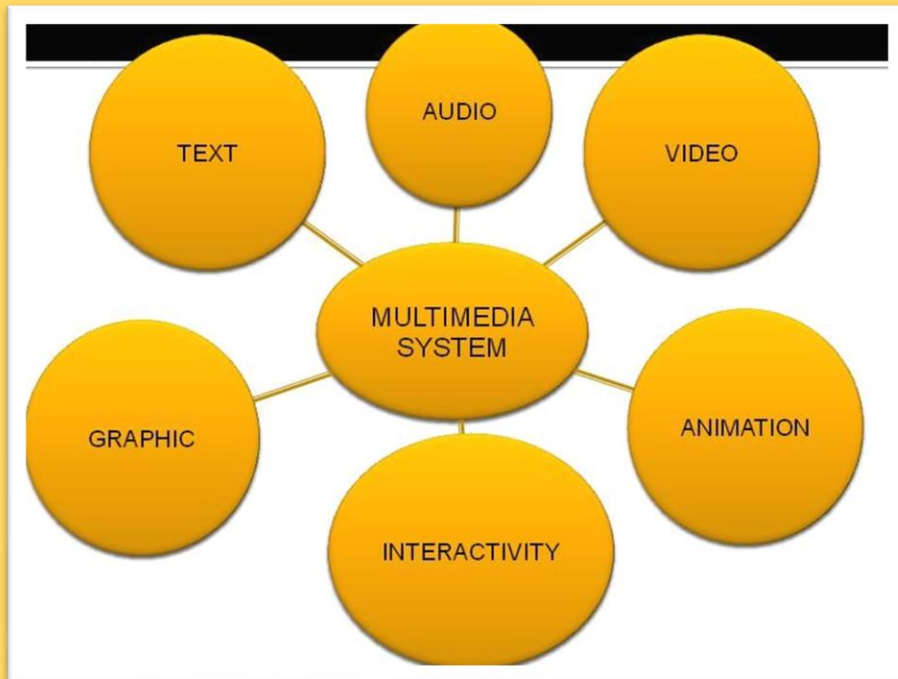
### Q 2: Write definition of Database software.

**Ans:** It is an office productivity tool. Database is a collection of related data. Purpose of this tool is to organize and manage data. Organizations and Companies use this software to store their data. MS Access, Oracle etc. are the examples of database software.



### Q 3: Give Definition of Multimedia Software.

**Ans:** Multimedia is a combination of more than one media. There are five main components of Multimedia: Text, Picture, Audio, Video and Animation. Multimedia Software helps user to make audio/video files with the help of these components. Media Player and Real Player are example of Multimedia tools.



### Q 5: What is Page Break? How a Page break can be entered?

**Ans:** Page break is used to enter a new page. We can insert a new page with the help of shortcut key Ctrl+Enter. We can also insert it with the help of **Insert** tab. Following are the steps to insert a page break in word document:

1. Click at that location where we want to insert a new page.

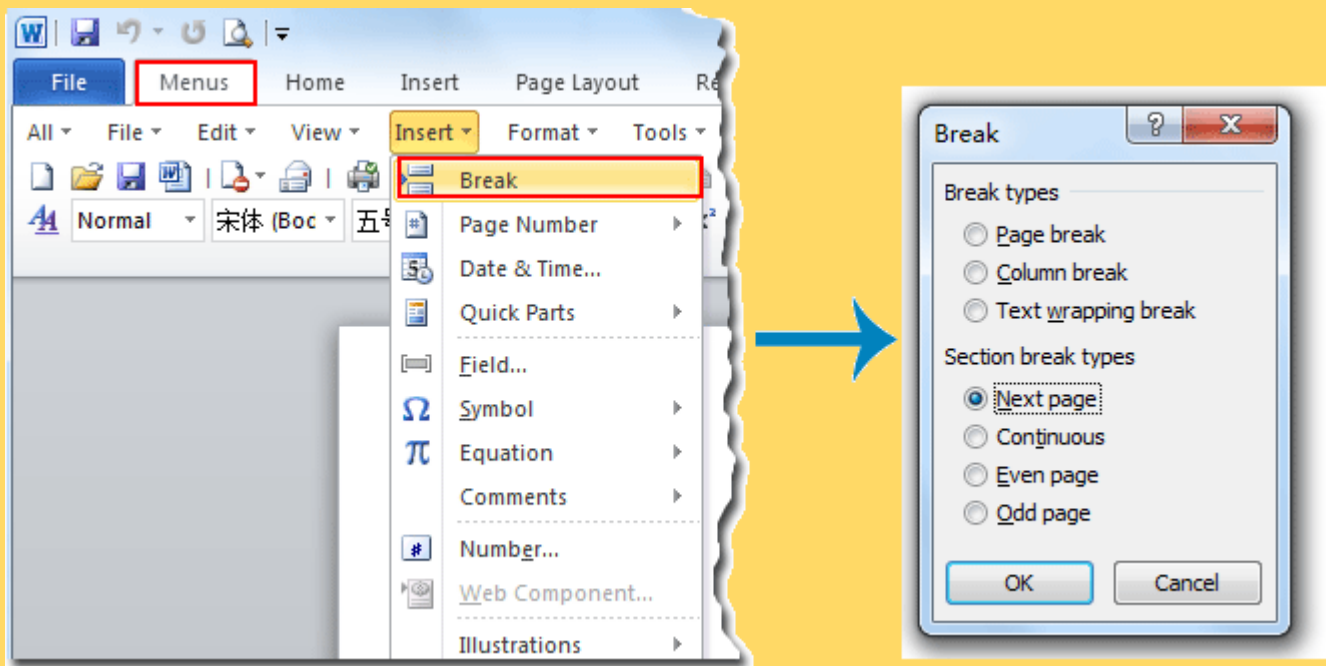
Select  
the  
area

2. Click on **Insert** tab.

Click on  
Insert  
tab

3. Click on **Page Break** option in **Page Group**.

Click  
on page  
break





# Long Question Answers

**Question 1 :-Write the difference between Print and Print Preview.**

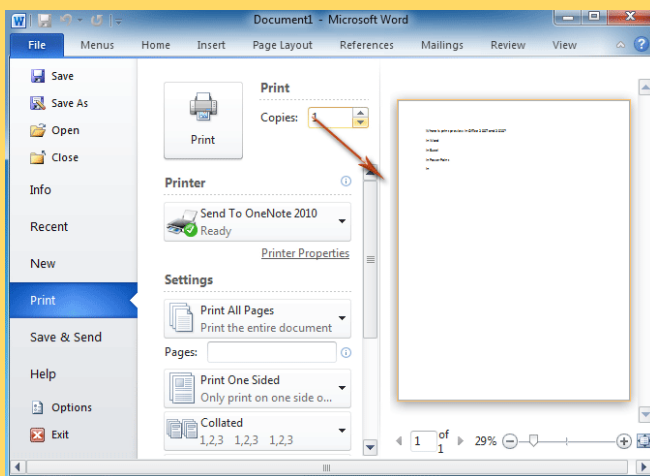
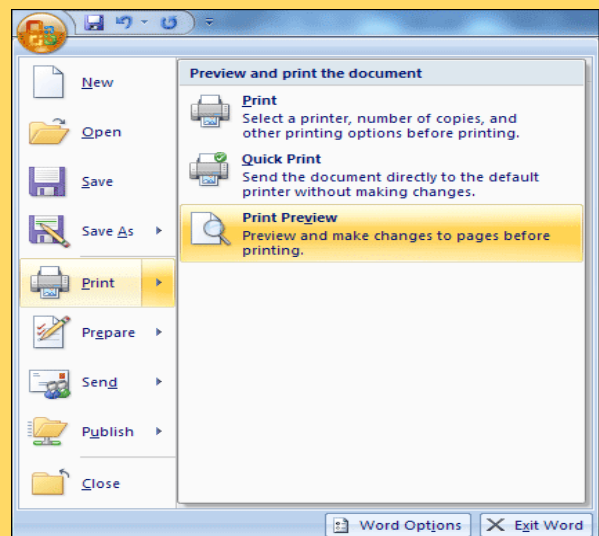
**Ans:** The difference between Print and Print Preview is as follows:

Print	Print Preview
1. This command is used to print a document on a paper.	1. This command is used to preview the document on the monitor screen before printing it.
2. To print the document, click on the <b>File</b> tab and then click on the <b>Print</b> command.	2. When we click on the Print command in <b>File</b> tab, it automatically preview the current document.

**PRINT PREVIEW**

**File**

**PRINT  
PREVIEW**



**PRINT**

**File**

**PRINT**

**Q:2 What are Office Tools? Explain any five types of Office Tools.**

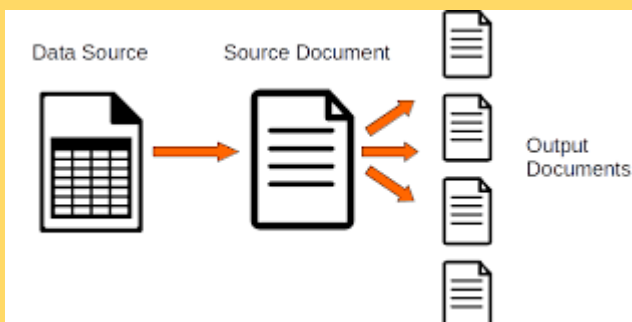
Ans: Office Tools is a category of those Application program which helps users to prepare documents, databases, graphics, worksheets, presentations in their offices. Some of the common office tools are explained below:

- **Word Processor Tool:** These tools are used to prepare documents or letters. MS Word. WordPad are the examples of commonly used word processor tools.
- **Spreadsheet Tool:** These tools are used to perform different types of calculations. Excel and Lotus are the best examples of such type of software.
- **Presentation Tool:** These tools are used to prepare presentations. PowerPoint is one of most commonly used tool for this purpose.
- **Database Tool:** These tools are used by organizations to store and manage their data. MS Access, Oracle are the commonly used database tools.
- **Multimedia Tool:** These tools are used to prepare and play audio, video files. Media Players and real player are the examples of multimedia tools.

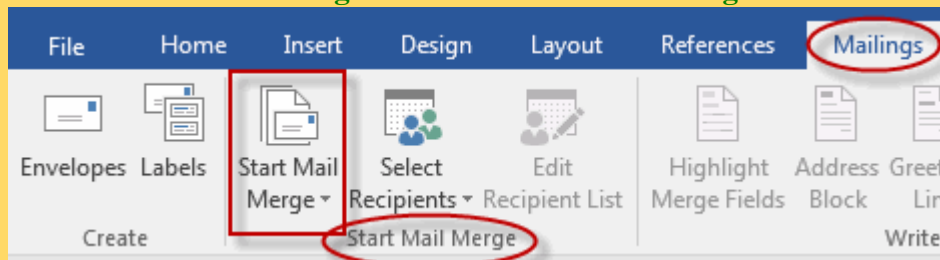


**Q3: Write the steps to prepare annual report of students using the mail merge.**

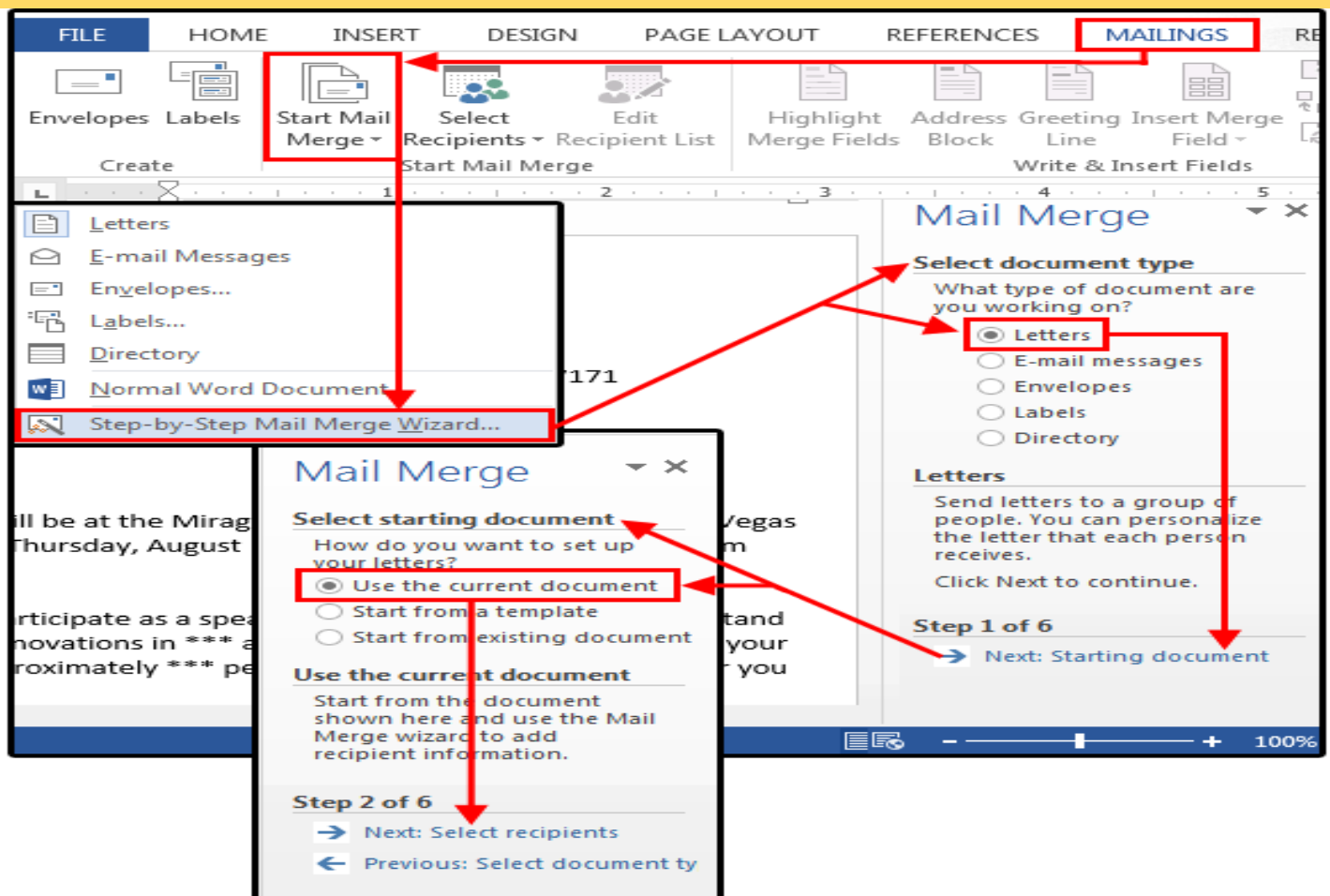
Ans: Mail Merge is a very important feature of MS Word. We can easily prepare annual report of students by using their result data stored in Excel sheet with the mail merge. Steps for this are given below:



1. First of all, prepare student's result data in the Excel sheet and then save it.
2. Now prepare the format of student's annual report in MS Word.
3. Click on **Start Mail Merge** ➤ **Letter** in the **Mailing** tab



4. Now click on **Select Recipients** ➤ **Use Existing List** option.
5. It will open **Select Table** dialog box. Select the excel sheet having student result data.
6. Now move the cursor to the location in the report where want to insert data
7. Now click on the **Insert Merge Field** option, a drop-down list will appear which displays all the fields of result sheet.
8. Now, from the drop-down list, click on the required field which we want to insert at the cursor location. In the similar way, insert the other required fields at appropriate location in the annual report format.
9. Now click on the **Merge and Finish** option ➤ **Edit Individual Documents**. It will open **Merge to New Document** dialog box. Click on **All** option of this dialog box and then click the **OK** button
10. Now a new word document file will open which shows the annual report card of all the students.



**Q:4 What are tab stops? Explain the steps to set the manual tab stop.**

Ans: Tab stop is an important feature of MS Word. Using this option, we can represent information in a proper and systematic way. This option helps us to set the cursor position after pressing the TAB key from the keyboard. Setting such cursor positions as per our requirement is known as setting manual tab stops. Steps to set the manual tab stop are given below:

1. Click repeatedly on the **Tab Select** button which is present at left side of the ruler bar until we didn't find the required tab stop (Left tab, Center tab, Right tab, Decimal or Bar tab stop)
2. Now click on the location at ruler bar where we want to set the tab stop position.

