

Class 12

Lesson no: 1

Office Automation and Typing

Multiple Choice Questions:

- _____ is word processor software.
a. MSWindow b. MSExcel c. MSPowerPoint d. **MS Word**
- To check spelling and grammar _____ key is used.
a. Ctrl+F7 b. Alt+F7 c. **F7** d. ShiftF7
- _____ option in Word changes the structure and layout of pages.
a. Format b. Print and Print Preview c. **PageSetup** d. Proofing
- _____ is an electronic spread sheet software used for automated calculations.
a. MSWindow b. **MSExcel** c. MSPowerPoint d. MS Word
- _____ Refers to changing the font style, size, color, bold, italic, underline and other related parameters.
a. **Formatting** b. Alignment c. Proofing d. Filtering

Fill in the Blanks:

- _____ and _____ Functions used to find the minimum and maximum value in arrange.
- Filter option is available in _____ tab of Excel.
- If the cursor is placed at the end of the file, then _____ button is pressed to delete the text.
- Two options of orientations for page setup are _____ And _____
- _____ Symbol is used to start any formula (function) in excel calculations.

Ans: 1. MIN, MAX 2. Data 3. Backspace 4. Portrait, Landscape 5. = (Equals to)

Very Short Answer Type Questions

Q:1 Write the full form of WYSIWYG.

Ans: What You See Is What You Get

Q:2 Write the Short cut keys to move text in Word Document.

Ans: Ctrl+X ,Ctrl+V

Q:3 Write the name of four types of alignments.

Ans: Left, Center, Right, Justify

Q:4 Which Excel function is used to combine contents from different cells into one cell?Ans: Concatenate()

Q:5 Write the name of any two fonts that can be used to type in Punjabi Language.

Ans: AnmolLipi, Raavi, Joy, Asees

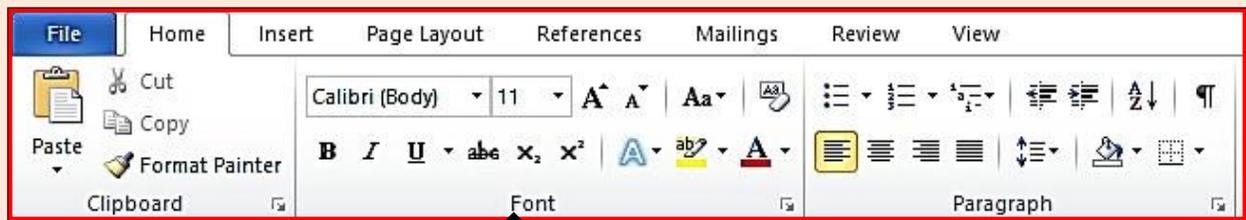
Short Answer Type Questions

Q:1 What is Excel?

Ans: Microsoft Excel is a spread sheet program. Usually, we can use it to automate accounting work and organizing data. We can use it to prepare results, doing mathematical calculations and representing data in pictorial form with the help of charts.

Q:2 Explain formatting in details?

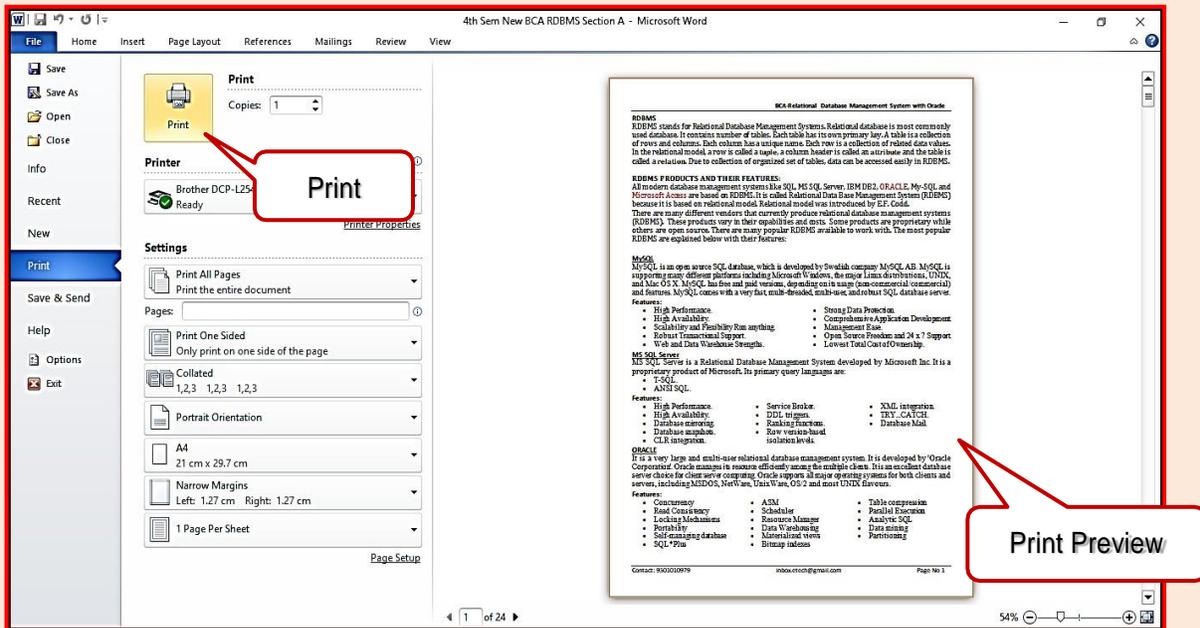
Ans: Formatting refers to changing the font style, for example: increasing or decreasing the font size, performing bold, italic and underline operation on text. We can change the appearance of text and graphics with the help of formatting options. Text Formatting options are available on the Home tab in MS Word/Excel/PowerPoint.



Font

Q:3 Explain Print & Print Preview options.

Ans: Print Preview option is used to preview our document on the screen before getting its hard copy while Print command is used to get the hardcopy of our document by printing it on the paper.



Q:4 What are formulas in MS Excel?

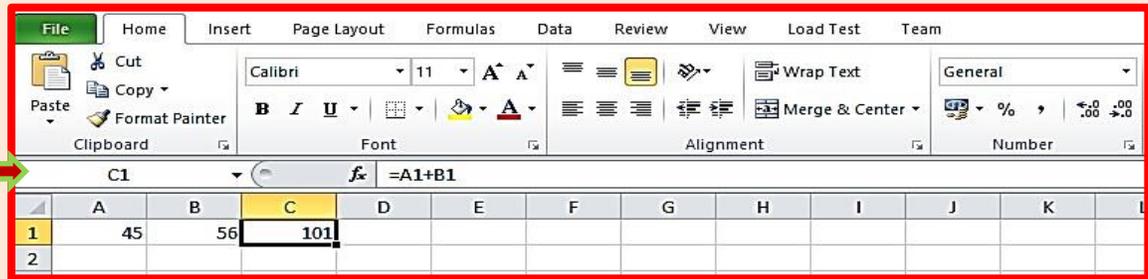
Ans: In MS Excel, Formulas are used to perform different types of calculations for preparing results and fee related data. In Excel, a formula always begins with equals to (=) symbol. Usually, we use cell references in formulas along with the operators to perform calculations. Some of the examples of formulas are:

$$=D3+E3$$

	A	B	C	D	E	F
1						
2	Roll No	Name	Class	Hindi	English	Total Marks
3	1	Rahul	6	85	87	=D3+E3
4	2	Priya	6	89	85	
5	3	Chandan	6	56	98	
6	4	Garima	6	84	96	
7	5	Neha	6	89	92	

Q:5 What do you know about the formula bar in Excel?

Ans: The Formula Bar is available at the top of the Excel window, just below the ribbon area. The Formula Bar has two parts: left and right side. Left side is Name Box which shows the name or address of current selection while right side shows the contents of the currently selected cell.



Q:6 What are Margins?

Ans: A margin is the space between the contents and the edge of our document. We can set the margins at all the sides (Top, Bottom, Left, Right) of the page. By default, a new document's margins are set to Normal, which means it has a one-inch space between the contents and each edge. Word allows us to change the margin size in our document as per our requirement.



Long Answer Type Questions:

Q:1 What are Word Processors? Explain their uses.

Ans: A word processor is an application software that is used to prepare different types of documents. MS Word and WordPad are the common examples of word processors. Common uses of Word Processors are explained below:

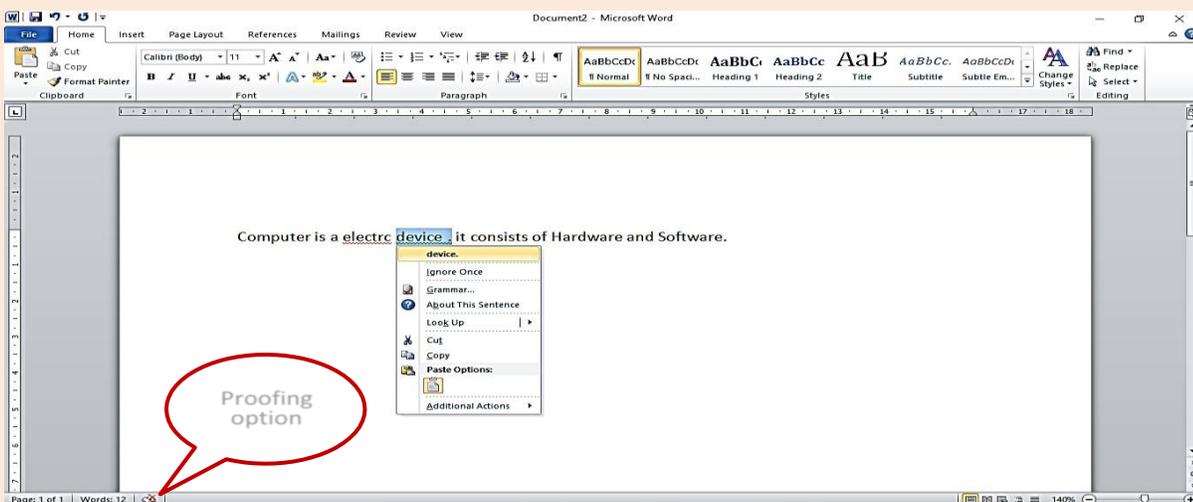
- To prepare documents, letters etc.
- To format the documents.
- To prepare letterheads for personal and business purpose.
- To design different types of documents such as resumes or invitation cards etc.

Q:2 Describe the Proofing options in MS Word?

Ans: Word can also proof read our document to highlight other possible mistakes. For example: misplaced commas or correctly spelled words that may be used incorrectly etc can be highlighted using Proofing option. There are the two options that can be used for proofing:

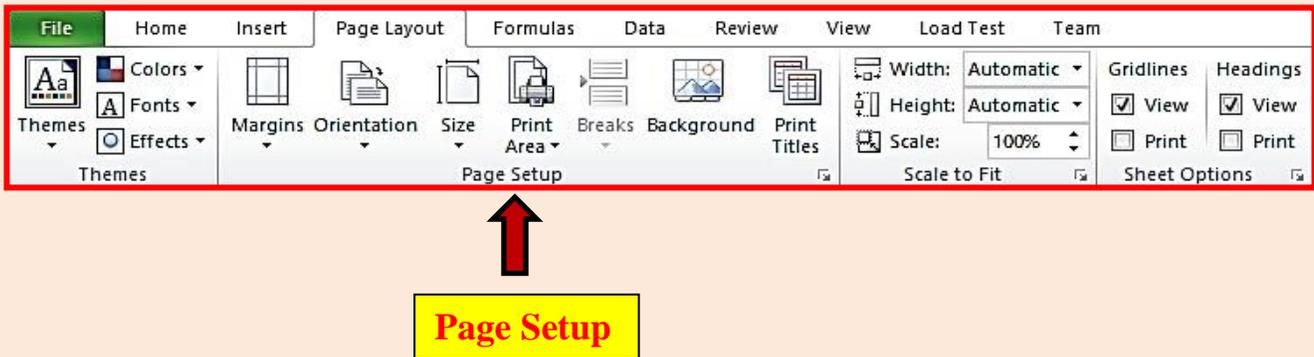
Auto Correct: This option helps us to replace a misspelled word with the correct one automatically during typing text.

Spelling and Grammar: MS Word also helps us to find and correct grammar and spelling errors in our document. Word displays a red wavy line under the misspell word while green wavy line is used to show the grammatical error in the document. A new blue wavy line has also been added in the new versions of word which represents the formatting inconsistency. For checking and correcting spelling and grammar mistakes, function key F7 can be used.

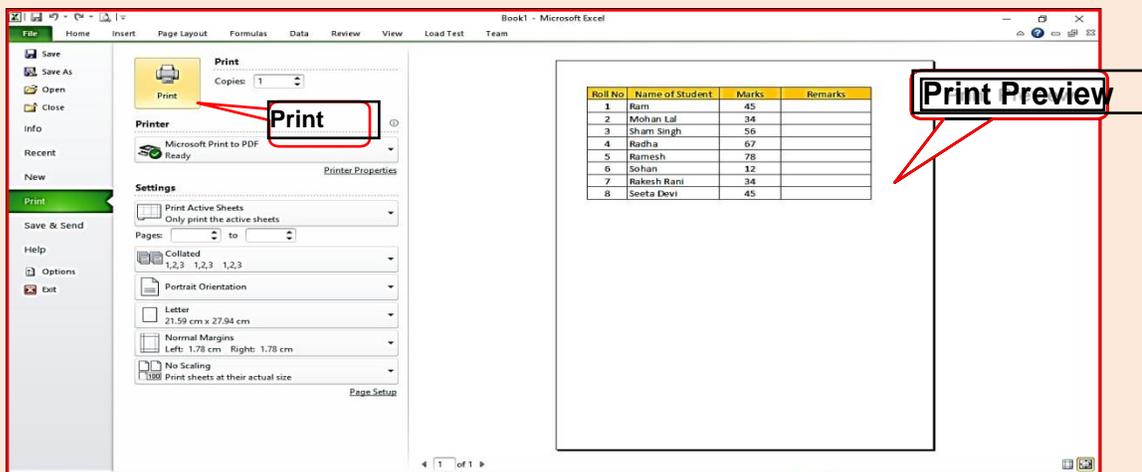


Q:3 Explain the Page Setup and Printing Options available in Excel.

Ans: Page Setup allows us to change the structure and layout of pages in a document. The “Page Setup” group on the “Page Layout” tab contains buttons that allow us to make changes in the page setup of document. Using these options, we can change the margins, page orientation (portrait or landscape), paper size (A4, Legal, Letter) etc. We can do these operations using the Page Setup dialog box. This dialog box can be opened by clicking on the dialog launcher icon present at the bottom-right corner of Page Setup group.



Printing options include Print Preview and Print commands. Print preview is a feature that displays on the screen what a hard copy would look like when printed. When we click on Print option in File menu, it automatically shows the preview of our document. It means Print Preview option is used to preview our document on the screen before getting its hard copy while Print command is used to get the hardcopy of our document by printing it on the paper.



Q:4 What are functions in Excel? Explain any two functions with example.

Ans: A function is a predefined formula that performs calculations using specific values in a particular order. Excel includes many common functions that can be used to quickly perform calculations, for example: SUM, AVERAGE, COUNT, MAX and MIN etc. Following is the explanation of two functions:

- **MAX:** This function is used to find the largest numeric value from a range of values. It ignores empty cells, the logical values TRUE and FALSE, and text values. Example: =MAX(A1:C1)
- **MIN:** This function is used to find the smallest numeric value from a range of values. It ignores empty cells, the logical values TRUE and FALSE, and text values. Example: =MIN(A1:C1)

Q:5 Explain the various methods of Typing?

Ans: Typing is the process of writing or inputting text by pressing keys on a typewriter, computer keyboard, cell phone, or calculator. Text can be in the form of letters, numbers and other symbols. For typing on computer system, we can use the following techniques:

- **Touch Typing:** Touch typing is a technique by which we can learn typing with all fingers, step by step, without having to look down at the keyboard. It helps us to increase our typing speed. Any typing-tutor software can be used for learning this technique.
- **Voice Typing:** In this type of typing technique, speech recognition programs are used for typing that converts spoken words into text. Voice-to-text technique was originally developed as an assistive technology for the visually impaired or handicapped persons. For typing in punjabi language, we usually use Lipikar punjabi app in mobiles.