

**R.N.G.PATEL INSTITUTE OF TECHNOLOGY-RNGPIT**

***(An Autonomous College U/s UGC Act 1956)***

**IMSc-IT SEMESTER-I, SEMESTER END EXAMINATION – SUMMER 2025****Subject Code: 1BS106**

**Date: 13-06-2025**

**Subject Name: OFFICE AUTOMATION**

**Time: 11:00 AM to 12:00 PM**

**Total Marks:25**

## Instructions

1. It is **compulsory** for students to write **Enrolment No. /Seat No.** on the question paper.
2. The figures to the right of each question indicate full marks, make suitable assumptions wherever necessary.
3. The question paper consists of 25 questions, each carrying 1 mark. Attempt all questions. There is no negative marking.
4. All answers must be marked on the OMR sheet only.
5. BL - Bloom's Taxonomy Levels (R-Remember, U-Understanding, A –Application, N –Analyse, E – Evaluate, C -Create), CO - Course Outcomes.

<b>Q. No.</b>	<b>Multiple-Choice Questions</b>	<b>Marks</b>	<b>BL</b>	<b>CO</b>
1.	To put content in center, you can use the shortcut: <b>A.</b> Ctrl+C <b>B.</b> Ctrl+A <b>C.</b> Ctrl+U <b>D.</b> Ctrl+E	1	R	1
2.	which cannot be used to work in MS Office. <b>A.</b> Joystick <b>B.</b> Mouse <b>C.</b> Scanner <b>D.</b> Light Pen	1	R	1
3.	To apply superscript, you can use the shortcut: <b>A.</b> ctrl+shift <b>B.</b> ctrl+shift+v <b>C.</b> ctrl+shift+ <b>D.</b> ctrl+shift++	1	U	1
4.	What feature would you use to navigate to a specific heading in a document? <b>A.</b> Find <b>B.</b> Search <b>C.</b> Bookmark <b>D.</b> Navigation Pane	1	U	1
5.	Microsoft word is? <b>A.</b> Application <b>B.</b> Compiler <b>C.</b> System <b>D.</b> Programming	1	R	1
6.	Which tab allows you to insert a Watermark? <b>A.</b> Home <b>B.</b> Layout <b>C.</b> Design <b>D.</b> Review	1	R	1
7.	Which option lets you find text with specific formatting? <b>A.</b> Advanced Find <b>B.</b> Replace with Formatting <b>C.</b> Format Search <b>D.</b> Find and Replace Settings	1	R	1

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|---|---|---|---|
| 8. What is the blank space outside the printing area on a page?   | 1 | U | 1 |
| A. Clipart  |   |   |   |
| B. Margins  |   |   |   |
| C. Header   |   |   |   |
| D. Footer   |   |   |   |
| 9. To add a page break, you can use the shortcut:   | 1 | U | 2 |
| A. Ctrl + Shift + P   |   |   |   |
| B. Alt + Enter  |   |   |   |
| C. Ctrl + Enter   |   |   |   |
| D. Shift + Enter  |   |   |   |
| 10. Which tab should you use to change the margins of your document?  | 1 | R | 2 |
| A. Home   |   |   |   |
| B. Design   |   |   |   |
| C. Layout   |   |   |   |
| D. Review   |   |   |   |
| 11. To Rotate your text diagonally or vertically, you should use:   | 1 | R | 2 |
| A. Orientation  |   |   |   |
| B. Format   |   |   |   |
| C. Style  |   |   |   |
| D. Wrap Text  |   |   |   |
| 12. Which step is NOT part of the mail merge process?   | 1 | U | 2 |
| A. Inserting a table  |   |   |   |
| B. Selecting the recipients   |   |   |   |
| C. Choosing the document type   |   |   |   |
| D. Merging the documents  |   |   |   |
| 13. To add a shape with a specific color and style, you should:   | 1 | R | 2 |
| A. Insert > Shape Styles  |   |   |   |
| B. Home > Shapes  |   |   |   |
| C. Design > Shapes  |   |   |   |
| D. Insert > Shapes  |   |   |   |
| 14. What feature would you use to navigate to a specific heading in a document?   | 1 | R | 2 |
| A. Find   |   |   |   |
| B. Bookmark   |   |   |   |
| C. Navigation Pane  |   |   |   |
| D. Search   |   |   |   |
| 15. Which feature allows you to view the document structure and navigate through headings?                                    | 1 | R | 2 |
| A. View > Navigation Pane   |   |   |   |
| B. Home > Navigation  |   |   |   |
| C. Layout > Document Map  |   |   |   |
| D. Review > Outline View  |   |   |   |
| 16. To create a large capital letter, you should use:   | 1 | R | 2 |
| A. Word Art   |   |   |   |
| B. Word Cap   |   |   |   |
| C. Word Count   |   |   |   |
| D. Watermark  |   |   |   |
| 17. Which of the following is an example of an entrance animation effect?   | 1 | U | 3 |
| A. Fade Out   |   |   |   |
| B. Spin   |   |   |   |
| C. Shrink   |   |   |   |
| D. Bounce in  |   |   |   |
| 18. Which file format is commonly used for saving presentations in PowerPoint?  | 1 | R | 3 |
| A. JPG  |   |   |   |
| B. XLSX   |   |   |   |
| C. PPTX   |   |   |   |
| D. DOCX   |   |   |   |
| 19. Which of the following options allows you to customize the duration of how long each slide appears during a presentation? | 1 | R | 3 |
| A. Slide Layouts  |   |   |   |
| B. Animations   |   |   |   |
| C. Presenter View   |   |   |   |
| D. Rehearse Timings   |   |   |   |
| 20. What does the "Notes" section in a presentation slide do?   | 1 | R | 3 |
| A. Shows hidden text during the presentation  |   |   |   |
| B. Changes the background color   |   |   |   |
| C. Allows the presenter to add speaker notes  |   |   |   |
| D. Displays additional images   |   |   |   |
| 21. Which of the following is NOT a type of slide transition?   | 1 | R | 3 |
| A. Fade   |   |   |   |
| B. Split  |   |   |   |

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|--|--|---|--------------|
|  | <b>C. Push</b>   | <b>D. Bounce</b>  |              |
| <b>22. What is a presentation?</b>   |  |   | <b>1 U 3</b> |
|  | <b>E. A speech without visuals</b>                             | <b>F. structured way to share information with visual aids</b>      |              |
|  | <b>G. form of communication with only images</b>               | <b>H. A written report</b>  |              |
| <b>23. Which of the following options would you use to add a video to your presentation?</b> |  |   | <b>1 R 3</b> |
|  | <b>A. Insert &gt; Video</b>                                    | <b>B. Insert&gt;Shape</b>   |              |
|  | <b>C. Insert &gt; Text</b>                                     | <b>D. Insert&gt;Chart</b>   |              |
| <b>24. What does the "Rehearse Timings" feature allow a presenter to do?</b>                 |  |   | <b>1 R 3</b> |
|  | <b>A. Record the voiceover for the entire presentation</b>     | <b>B. Add pictures to slides</b>                                    |              |
|  | <b>C. Automatically generate a script for the presentation</b> | <b>D. Set the duration each slide appears and adjust animations</b> |              |
| <b>25. What is the primary function of "Slide Show Options" in PowerPoint?</b>               |  |   | <b>1 R 3</b> |
|  | <b>A. To choose the slide transition style</b>                 | <b>B. To set up the timing and delivery of the presentation</b>     |              |
|  | <b>C. To insert multimedia into the presentation</b>           | <b>D. To select the layout for each individual slid</b>             |              |

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