

R.N.G.PATEL INSTITUTE OF TECHNOLOGY-RNGPIT
(An Autonomous Institute U/s UGC Act 1956)

IMSc-IT SEMESTER-I, SEMESTER END EXAMINATION – WINTER 2025

SUBJECT CODE: 2BS106

DATE: 15-12-2025

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 –Analyze, E – Evaluate, C - Create), CO - Course Outcomes.

Que. Multiple-Choice Questions

| No. | Marks | BL | CO |
|---|-------|----|----|
| 1. The Mail Merge feature is used for: | 1 | R | 1 |
| A. Spell checking | | | |
| B. Sending bulk personalized letters | | | |
| C. Printing only | | | |
| D. Formatting doc | | | |
| 2. Under which tab can you find Page Setup ? | 1 | U | 1 |
| A. Insert | | | |
| B. Layout | | | |
| C. Review | | | |
| D. Home | | | |
| 3. The default file extension of MS Word 2016 is: | 1 | R | 1 |
| A. .xls | | | |
| B. .doc | | | |
| C. .docx | | | |
| D. .pptx | | | |
| 4. Hyperlinks can be inserted from the: | 1 | U | 1 |
| A. Insert tab | | | |
| B. Layout tab | | | |
| C. Review tab | | | |
| D. View tab | | | |
| 5. The default page orientation is | 1 | R | 1 |
| A. Landscape | | | |
| B. Portrait | | | |
| C. Wide | | | |
| D. Square | | | |
| 6. Which option allows printing on both sides of paper? | 1 | U | 1 |
| A. Collate | | | |
| B. Duplex Printing | | | |
| C. Scaling | | | |
| D. Fit to Page | | | |

7. Which of the following is NOT a valid alignment option in Excel? 1 R 2
- A. Left B. Center
- C. Justify D. Diagonal
8. Which key is used to edit the active cell content directly? 1 R 2
- A. F2 B. F4
- C. F7 D. Esc
9. Which option is used to add color or shading to a cell? 1 U 2
- A. Fill Color B. Border
- C. Merge & Center D. Wrap Text
10. Which feature allows formatting based on cell values automatically? 1 R 2
- A. Manual formatting B. Conditional formatting
- C. AutoSum D. Sorting
11. Which key combination is used to move to the last column in a row with data? 1 U 2
- A. Ctrl + → B. Ctrl + End
- C. Ctrl + Home D. Shift + →
12. Which of these is used to merge multiple selected cells into one? 1 R 2
- A. Merge & Center B. Wrap Text
- C. AutoFit D. Split Cell
13. The TODAY() function returns the _____. 1 U 3
- A. Current time B. Current date
- C. Day of the week D. System ID
14. The Input Message in Data Validation appears _____. 1 R 3
- A. When the worksheet opens B. After entering data
- C. When the cell is selected D. When saving the file
15. The main title of a chart is known as the _____. 1 U 3
- A. Chart area B. Chart heading
- C. Plot area D. Chart title
16. Auto Filter allows users to filter data based on _____. 1 R 3
- A. One condition B. Multiple conditions
- C. Cell color only D. Sheet name
17. Custom sorting allows you to define the _____. 1 U 3
- A. Data type B. Order of sorting manually
- C. Color of data D. Formula for cells

18. The OR function returns TRUE if _____. 1 R 3
- A. One or more conditions are true B. All conditions are false
 C. Only one condition is false D. No condition exists
19. The Rehearse Timings feature is used to 1 U 4
- A. Add music B. Set automatic slide timings
 C. Edit layout D. Add hyperlinks
20. Which file format is suitable for showing presentation on any system? 1 R 4
- A. .pptx B. .pdf
 C. .docx D. .xls
21. Which of the following is a type of animation effect? 1 U 4
- A. Entrance B. Exit
 C. Motion Path D. All of these
22. Which view is best for editing slide notes? 1 R 4
- A. Slide Sorter View B. Reading View
 C. Outline View D. Notes Page View
23. Which key ends the slide show? 1 U 4
- A. Esc B. F1
 C. F5 D. Ctrl
24. A collection of slides is called a: 1 R 4
- A. Document B. Presentation
 C. Layout D. Template
25. The default orientation of a PowerPoint slide is: 1 U 4
- A. Portrait B. Landscape
 C. Vertical D. Square
