E 6664

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Reg. No........................

Name............................

B.Com. DEGREE (C.B.C.S.S.) EXAMINATION, MARCH 2019

Fourth Semester

INFORMATION TECHNOLOGY FOR OFFICE

(Common for Optional Stream Computer Application of Model I and Model II
B.Com. U.G.C. Sponsored B.Com. Computer Application and U.G.C. Sponsored
B.Com. O.M. and S.P.)

[2013—2016 Admissions]

Time : Three Hours   Maximum Marks : 60

Section A

Answer **all** *questions.*
Each question carries 1 mark.

1. What is gutter margin ?

2. What is the use of "All Caps" feature in MS-Word ?

3. What is mouse pointer ?

4. What is the use of custom shape tool in PageMaker 7.0 ?

5. What are transitions in power point ?

6. List any *two* word processing packages.

7. What is proofing ?

8. How to delete the cell entry in excel ?

(8 × 1 = 8)

Section B

Answer any **six** *questions.*
Each question carries 2 marks.

9. What are the characteristics of Excel packages ?

10. What are the different types of managing a presentation ?

11. How can you take a print out from Excel ?

12. How can you protect a word document ?

13. What is blank presentation slide ?

14. What is compressed file ?

15. What is header and footer ?

16. What are grids ?

Turn over

17. What is the command on the menu bar to save ?

(a)   A new file ; and (b)   Existing file.

18. What is the use of status document ?

(6 × 2 = 12)

Section C

Answer any **four** *questions.*
Each question carries 4 marks.

19. What is the significance of hyperlink in presentation ?

20. What are vertical scroll bars on word document ?

21. What are frames in pagemaker 7.0 ?

22. What is significant of Wrap Text in Excel ?

23. What are the applications of Indent Paragraphs in word file ?

24. What are the various parts of a slide ?

(4 × 4 = 16)

Section D

Answer any **two** *questions.*
Each question carries 12 marks.

25. Explain the designing of template in excel.

26. What are layers ? What is the function of layer in pagemaker ?

27. Explain about Goal seak and Scenario functions in excel.

28. What are macros in word processor ? How to run macros in word ?

(2 × 12 = 24)