

**Internal Examination, June 2021**

**(Online Mode)**

**PG Department of Commerce, Semester IV**

**INFORMATION TECHNOLOGY FOR OFFICE**

**Total : 40 marks**

**Time: 1.5 hours**

**Section A**

*Answer any 5 questions. Each question carries 2 marks.*

1. Elaborate word processor.
2. Compare leading and tracking.
3. Gather the use of document templates.
4. How to select a range of cells in excel?
5. List out any 5 statistical functions.
6. How to set a theme in PowerPoint presentation?
7. Define action button.

**(5 X 2 = 10)**

**Section B**

*Answer any 3 questions. It carries 5 marks.*

8. Demonstrate the use of any 4 use interface components of Word 2013.
9. Point out the steps to create mail merge.
10. Express your views on layers in PageMaker.
11. How to create lists in Excel.
12. Comment on creating worksheet templates.
13. Outline the views in presentation.

**(3 X 5 = 15)**

**(P.T.O)**

**SECTION C**

Answer any 1 question. It carries 15 marks

14. How to create new documents in PageMaker
15. Elaborate the features of Word 2013.

(15 X 1 = 15 marks)



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### **Instructions to Students**

1. Exam should be written in A4 sheets only.
2. Use Blue or Black ball point pen only.
3. Page number, name, roll number and class should be written on each side of the sheet.
4. After completing the exam, handwritten answers should be turned in as a single PDF file (Use of Adobe scan or Microsoft Office lens App are advised). Upload the PDF in Microsoft teams channel before the deadline.
5. PDF of the scanned handwritten answers should be uploaded within the allotted time.
6. Marks will be taken as your internals.
7. One long essay question of 15 marks, three short essay questions of 5 marks each and 5 two marks questions. Total 40 marks exam for 1.5 hours duration.
8. Any kind of discussion among the candidates during the exam may result in cancellation of the exam.
9. In case of any doubts regarding questions / technical difficulties during the examination, the same should be brought to the notice of your respective Class teacher / Mentor / Subject teacher via Microsoft Teams/ Whatsapp/ Mobile.
10. **Video must be made on throughout the exam**

Exam Cell 2020 – 21

Saintgits College of Applied Sciences

Principal