**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**PATHAMUTTOM, KOTTAYAM**

**SECOND INTERNAL EXAMINATION, MARCH 2020**

**PG Department of Commerce, Semester 4**

**INFORMATION TECHNOLOGY FOR OFFICE**

Total : 60 **marks** Time: **3 hours**

**Section A**

*Answer any 10 questions. Each question carries 2 marks.*

1. What is a handout master?
2. What is a place holder?
3. What are Math operators?
4. What is a transpose in excel?
5. What is autocorrect option?
6. What is the use of control palette?
7. What is a macro?
8. What is DTP?
9. What is a slide layout view?
10. What is proofing?
11. What are transitions in PowerPoint?
12. What do you mean by thesaurus?

(10 x 1 = 10 Marks)

**Section B**

*Answer any 4 questions. Each question carries 5 marks.*

1. Explain how to wrap and rotate text in Excel cells?
2. Explain how to select columns in Excel?
3. How to insert WordArt in MS power point?
4. Differentiate between slide master and Notes master.
5. Explain different styling options in Page Maker 7.0
6. Explain the different ways of Freezing excel cells.
7. What are the different PageMaker tools and palettes?
8. What are layers? What is the function of layer in PageMaker?
9. What is a Hyperlink? Explain the significance of hyperlink in presentations?

(6 x 5 = 30 Marks)

**Section C**

*Answer any 2 questions. It carries 10marks.*

1. What are the advantages of PowerPoint files? What is the usage of charts and graphs in presentation?
2. List down new specific features of Excel 2013.
3. Write detailed notes on Frame object in Page Maker 7.0.

(2 x 10 = 20 Marks)



*[Scan QR code for Answer Key]*