**SAINTGITS COLLEGE OF APPLIED SCIENCES**

**First Internal Assessment Examination Answer Scheme, February 2020**

**B.Com Fourth Semester (Computer Applications)**

**INFORMATION TECHNOLOGY FOR OFFICE**

Total : 50 marks

Time : 2 Hours

**Section A**

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

1. What is a word processor?

A word processor is software or a device that allows users to create, edit, and print documents. It enables you to write text, store it electronically, display it on a screen, modify it by entering commands and characters from the keyboard, and print it.

1. What is the use of slide master in power point?

In Microsoft PowerPoint, the Slide Master is the top slide that controls all information about the theme, layout, background, color, fonts, and positioning of all slides. Using the Slide Master can be an easy way to adjust the look of an existing theme or make changes to all slides in your presentation.

1. Explain Read mode and Draft mode

The “Read Mode” is for changing the layout of a document for better and easier viewing. Draft View is a general view for looking at a document, with which we are all probably familiar. It presents the whole document in a continuous 'roll' with the text looking like it will appear when printed.

1. What is the use of Insert Tab?

The Insert Tab is used to insert different features such as tables, pictures, clip art, shapes, charts, page numbers, word art, headers, and footers into a document. The table below describes each of the groups and buttons available on this tab.

1. What is a nested table?

A nested table is one table placed inside of another, where the larger table functions as a container for the smaller one.

1. List any 4 advantages of PowerPoint presentations.

Advantages of Presentations are:

Ease your brain. Better preparation. Show your point visually. Templates for different appearance. Easy to add images, videos, sound clips.

 **(5 X 2 = 10 marks)**

 **Section B**

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

1. Explain the different means of viewing word documents

When we type documents into WORD they can be presented to us in different ways:

Draft View

Print Layout (or Reading Layout)

Outline view

Print Preview

Navigation Pane

Zoom

The first 3 of these can be viewed by making a selection in the VIEW menu. By choosing these different options, you will see that same document presented in different ways that provide different advantages.

The 4th option, Print Preview is located in the FILE menu.

The 5th option, Navigation Pane (probably 'Thumbnails' is the closest in WORD 2007).

The 6th feature Zoom, is just the facility to zoom the screen image to different enlargements - a very useful feature.

1. Explain any four Tabs in MS Word 2013.

The Ribbon is a user interface element which was introduced by Microsoft in Microsoft Office 2007. It is located below the Quick Access Toolbar and the Title Bar. It comprises seven tabs; Home, Insert, Page layout, References, Mailing, Review and View. Each tab has specific groups of related commands. It gives you quick access to the commonly used commands that you need to complete a task.

Home tab:

The Home tab is the default tab in Microsoft Word. It has five groups of related commands; Clipboard, Font, Paragraph, Styles and Editing. It helps you change document settings like font size, adding bullets, adjusting styles and many other common features. It also helps you to return to the home section of the document.

Insert tab:

Insert Tab is the second tab in the Ribbon. As the name suggests, it is used to insert or add extra features in your document. It is commonly used to add tables, pictures, clip art, shapes, page number, etc. The Insert tab has seven groups of related commands; Pages, Tables, Illustrations, Links, Header & Footer, Text and Symbols.

Page Layout tab:

It is the third tab in the Ribbon. This tab allows you to control the look and feel of your document, i.e. you can change the page size, margins, line spacing, indentation, documentation orientation, etc. The Page Layout tab has five groups of related commands; Themes, Page Setup, Page Background, Paragraph and Arrange.

References tab:

It is the fourth tab in the Ribbon. It allows you to enter document sources, citations, bibliography commands, etc. It also offers commands to create a table of contents, an index, table of contents and table of authorities. The References tab has six groups of related commands; Table of Contents, Footnotes, Citations & Bibliography, Captions, Index and Table of Authorities.

Mailings tab:

It is the fifth tab in the ribbon. It is the least-often used tab of all the tabs available in the Ribbon. It allows you merge emails, writing and inserting different fields, preview results and convert a file into a PDF format. The Mailings tab has five groups of related commands; Create, Start Mail Merge, Write & Insert Fields, Preview Results and Finish.

Review tab:

It is the sixth tab in the Ribbon. This tab offers you some important commands to modify your document. It helps you proofread your content, to add or remove comments, track changes, etc. The Review tab has six groups of related commands; Proofing, Comments, Tracking, Changes, Compare and Protect.

View tab:

The View tab is located next to the Review tab. This tab allows you to switch between Single Page and Two Page views. It also enables you to control various layout tools like boundaries, guides, rulers. Its primary purpose is to offers you different ways to view your document. The View tab has five groups of related commands; Document Views, Show/Hide, Zoom, Window and Macros.

1. What is Find and Replace option in word 2013. Write the steps for replacing a word in Word 2013.

Find and Replace is a capability we’ve come to expect from our word processing programs, whether it’s Microsoft Word or an alternative. If you have a long document especially, using this feature can be necessary when you need to change a term or phrase in your text.

To use Find and Replace, click the Find button on the HOME tab, and select Advanced Find.

From there, you can use the Find tab, and expand with the More >> button for more search options.

The Replace tab allows you perform the find and replace process. Clicking the More >> button here will allow you to do more advanced searching and replacing, such as matching case (i.e. finding a capitalized word and replacing it with the same word in lower case).

1. How will you add videos into a MS power point presentation?

The first approach, adding video to PowerPoint using a file on your computer, is fairly straightforward.

STEP 1: CHOOSE YOUR SLIDE.

First thing’s first, open your presentation and navigate to the slide you want to add a video to. You can always reorder your slides later if you change your mind.

STEP 2: SELECT YOUR VIDEO.

Click “Insert” in the top navigation bar, select “Movie” and then click “Movie from File.” From there, select the file you’d like to insert.

1. Explain ways to add a section break and to link it in the document?

Use sections breaks to divide and format documents of all sizes. For example, you can break down sections into chapters, and add formatting such as columns, headers and footers, page borders, to each.

Add a section break

Select where you want a new section to begin.

Go to Layout > Breaks.

Choose the type of section break you want:

Next Page Section break starts the new section on the following page.

Next Page section break command to start a new section on the next page in a Word document

Continuous Section break starts the new section on the same page. This type of section break is often used to change the number of columns without starting a new page.

Continuous section break command to start a new section on the same page in a Word document

Even Page Section break starts a new section on the next even-numbered page.

Even Page section break command to start a new section on the next even-numbered page in a Word document

Odd Page Section break starts a new section on the next odd-numbered page.

Odd Page section break command to start a new section on the next odd-numbered page in a Word document

1. What are the different elements in Ribbon?

In computer interface design, a ribbon is a graphical control element in the form of a set of toolbars placed on several tabs. The typical structure of a ribbon includes large, tabbed toolbars, filled with graphical buttons and other graphical control elements, grouped by functionality. Such ribbons use tabs to expose different sets of controls, eliminating the need for numerous parallel toolbars. Contextual tabs are tabs that appear only when the user needs them. For instance, in a word processor, an image-related tab may appear when the user selects an image in a document, allowing the user to interact with that image. **(5 X 5 = 25 marks)**

**Section C**

*Answer any 1 question. It carries 15marks.*

1. List down new basic features of Word 2013.

Features of Word 2013

* The New Design Tab
* A New Look for Word
* Easy Graphic Alignment and Layout Options
* Improved Reading in Read Mode
* Smarter Collaboration
* Open and Edit PDFs inside Word
* New and Improved Table Features
* Better Management of Long Documents
* Multimedia Magic
1. Explain the different elements of screen layout in PowerPoint presentation?

Slide layouts contain formatting, positioning, and placeholder boxes for all of the content that appears on a slide. Placeholders are the dotted-line containers on slide layouts that hold such content as titles, body text, tables, charts, SmartArt graphics, pictures, clip art, videos, and sounds. Slide layouts also contain the colors, fonts, effects, and the background (collectively known as the theme) of a slide.

 PowerPoint includes built-in slide layouts, and you can modify these layouts to meet your specific needs, and you can share your custom layouts with other people who create presentations in PowerPoint.

You can change the standard slide layouts that are built in to PowerPoint in Slide Master view. The picture below shows the slide master and two of the layout masters for a theme in Slide Master view.

**(1 X 15 = 15 marks)**