

**E 1562**

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Reg. No.....

Name.....

**B.Com. DEGREE (C.B.C.S.S.) EXAMINATION, APRIL 2018**

**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.  
OM and SP]

(2013 Admission onwards)

Time : Three Hours

Maximum Marks : 60

**Section A**

*Answer all questions.*

*Each question carries 1 mark.*

1. Define the term page maker.
2. What do you mean by master slide ?
3. What is the meaning of nested table ?
4. In MS Word, what is the use of ruler ?
5. What do you mean by ribbon ?
6. What is the meaning of pagebreak ?
7. What is the use of action buttons in powerpoint ?
8. What do you mean by worksheet in excel ?

(8 × 1 = 8)

**Section B**

*Answer any six questions.*

*Each question carries 2 marks.*

9. What is the use of word processing package ?
10. Distinguish between word processing and DTP.
11. What are the steps involved in paragraph formatting ?
12. What are the steps for viewing a document in MS Word ?
13. What is the step for inserting word art ?
14. What are the various formatting options in pagemaker 7.0 ?

**Turn over**

15. What are the steps for previewing a printout in Excel ?
16. Explain the step for inserting cell in MS Excel.
17. What are the steps for creating a new presentation ?
18. What are the steps to create a slide transition ?

(6 × 2 = 12)

### Section C

*Answer any four questions.*

*Each question carries 4 marks.*

19. How various actions with documents can be done through MS Word ?
20. How one can create a chart in Excel ?
21. How templates are designed in Excel ?
22. What are the functions of Excel ?
23. What are the steps to present the slideshow ?
24. What are the different ways to view the presentation in powerpoint ?

(4 × 4 = 16)

### Section D

*Answer any two questions.*

*Each question carries 12 marks.*

25. What are the different applications of DTP ?
26. What are the facilities offered by MS Word ?
27. What are the advanced features of Excel ?
28. Explain different formatting options available in MS Word.

(2 × 12 = 24)