QP CODE: 24020876

24020876

Reg No : .....

Name : .....

B.COM DEGREE (CBCS) REGULAR EXAMINATIONS, APRIL 2024

Fourth Semester

Optional Core - CO4OCT02 - INFORMATION TECHNOLOGY FOR OFFICE (THEORY)

(Common for B.Com Model I Computer Applications, B.Com Model II Computer Applications, B.Com Model III Computer Applications, B.Com Model III Office Management & Secretarial Practice)

2017 Admission Onwards

CA033A05

Time: 3 Hours

Max. Marks : 60

Part A

*Answer any **ten** questions.*

*Each question carries **1** mark.*

1. What is templates?
2. Write a note on columns in M S Word.
3. Explain how to create a document in Page Maker 7.0.
4. What is the template in Page Maker context?
5. How will you change the order of worksheets?
6. What is the use of wrap text option in excel?
7. What are embedded charts?
8. How to add Text Box in Excel 2013?
9. What is a pivot table?
10. What is the use of "View Buttons" in MS Powerpoint 2013?
11. What is "Design Theme" in Powerpoint 2013?
12. What is "Slides Master View"?

(10×1=10)

Part B

*Answer any **six** questions.*

*Each question carries **5** marks.*

13. What are the steps to add borders and colours to a document?

14. What is the use of Paint Brush in M S Word?

15. Comment on different Tool Box Element in Page Maker 7.0.

16. What is the use of layers in Pagemaker 7.0?

17. What are the options available in auto sum ?

18. Explain the ways to center a worksheet.

19. Breifly explain how to create a worksheet in Excel 2013.

20. Explain the steps in inserting animations in Power Point 2013.

21. Explain the steps in inserting slide intervals in power point 2013 and comment on the uses of inserting intervals.

(6×5=30)

Part C

*Answer any **two** questions.*

*Each question carries **10** marks*

22. What is Mail Merge? List down the steps to do a mail merge.

23. Explain different formatting options and also comment on leading in Page Maker 7.0.

24. Explain about different tabs and groups in ribbon of MS Excel.

25. Briefly expain various functions in Excel 2013.

(2×10=20)