QP CODE: 26019983

26019983

Reg No : .....

Name : .....

B.COM DEGREE (CBCS) IMPROVEMENT/ REAPPEARANCE / MERCY CHANCE EXAMINATIONS, APRIL 2026

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

C28E2511

Time: 3 Hours

Max. Marks : 60

Part A

*Answer any **ten** questions.*

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

1. What is the differens between bullets and numbered list?
2. What is Macro?
3. What is DTP?
4. What is the use of page maker workspace?
5. How will you transpose rows and columns ?
6. How will you add comments to a cell?
7. What is the use of "legends" in excel?
8. What is clustered chart?
9. What is the use of Pivot Table in excel?
10. What is the use of MS Powerpoint?
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 is the use of quick access tool bar? Explain how to add items to it.
14. What is the use of Paint Brush in M S Word?
15. Write a note on paragraph formating in Pagemaker 7.0.
16. What is the use of layers in Pagemaker 7.0.
17. What is Microsoft Excel?
18. How will you remove all formatting without deleting the content ?
19. Explain procedure for saving a chart in excel.
20. Explain the steps in inserting transitions 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. Explain the methods to print a document, the configurations settings in the print menu and the print preview options in Word 2013.
23. Explain different formatting options and also comment on leading in Page Maker 7.0
24. Briefly explain the different processes user can do with worksheets.
25. Explain in detail the important Statistical function in Excel 2013.

(2×10=20)