22102765

QP CODE: 22102765

Reg No : .....

Name : .....

B.COM DEGREE (CBCS) REGULAR EXAMINATIONS, AUGUST 2022

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)

2020 Admission Only

C172E282

Time: 3 Hours

Max. Marks : 60

Part A

*Answer any **ten** questions.*

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

1. What is quick access Toolbar?
2. What is the use of spell check option in MS Word?
3. Explain how to create a document in Page Maker 7.0.
4. What is the use of color palette?
5. How will you split a worksheet window?
6. How many types of alignment can be applied in a cell?
7. What are the data labels in charts?
8. How to add Text Box in Excel 2013?
9. What is the use of Pivot Table in excel?
10. What is the use of "File Tab" in MS Powerpoint 2013?
11. What is the use of "Slide Sorter" in MS Powerpoint 2013?
12. What is "Slides Master View"?

(10×1=10)

Part B

*Answer any **six** questions.*

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

13. Write a note on Document views in M S Word.

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

15. Write a note on paragraph formating in Pagemaker 7.0.

16. Explain diiferent frames and shapes avalible in Page Maker 7.0.

17. How many data formats are available in Excel?

18. What are the options available in Header and footer elements group?

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 draw tables along with the different formatting options available with them.

23. Explain different formatting options in Page Maker.

24. Explain the cell row and column formatting options in detail.

25. Briefly expain various functions in Excel 2013.

(2×10=20)