25019570

QP CODE: 25019570

Reg No : .....

Name : .....

B.COM DEGREE (CBCS)) REGULAR/ IMPROVEMENT/ REAPPEARANCE / MERCY CHANCE EXAMINATIONS, FEBRUARY 2025

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

F181D743

Time: 3 Hours

Max. Marks : 60

Part A

*Answer any **ten** questions.*

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

1. What is commands in MS word?
2. What is Navigation pane and its use ?
3. What is the use of styling options in Page Maker?
4. What is layers used in Page Maker?
5. What is the use of merge option in excel?
6. What are the steps to copying formulas and functions?
7. What is the use of "legends" in excel?
8. What is the use of charts in excel?
9. What is a pivot table?
10. What is the use of "Status Bar" 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. 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. Explain different Formatting Option in Page Maker 7.0.

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

17. Explain the fill handle using examples.

18. Explain the steps to manage comments in a cell.

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

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

23. Write Detailed note on Desktop Publishing & Page Maker 7.0.

24. Briefly explain about spreadsheets.

25. Explain in detail the important Statistical function in Excel 2013.

(2×10=20)