21100879

QP CODE: 21100879

Reg No : .....

Name : .....

B.Com DEGREE (CBCS) EXAMINATION, MARCH 2021

Fourth Semester

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

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

2017 Admission onwards

20FC5699

Time: 3 Hours Max. Marks : 60

Part A

*Answer any **ten** questions.*

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

1. What is ribbon in word?
2. What is nested tables?
3. What is DTP?
4. What is scaling Page Maker?
5. What is a dialog box launcher?
6. What is the use of setting a print area?
7. Which are the five basic logical functions in excel 2013?
8. What is a data series in excel 2013?
9. What is the use of charts in excel?
10. What is the use of "Slide Sorter" in MS Powerpoint 2013?
11. What is a "Slide Transition"?
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. How to add page number to a document in MS Word?
15. Comment on different Tool Box Element in Page Maker 7.0
16. Write a note on paragraph formating in Pagemaker 7.0
17. What are the different number format available in Excel?
18. What is the difference between a function and formula in excel?
19. Breifly explain how to create a worksheet in Excel 2013.
20. What are the important advantages of MS 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. Write Detailed notes on Frame Object in Page Maker 7.0
24. Explain the different cell formatting options available in Excel?
25. Comment on templates in Excel 2013 and how to create worksheet templates.

(2×10=20)