21102859

QP CODE: 21102859

Reg No : .....

Name : .....

B.COM DEGREE (CBCS) EXAMINATIONS, OCTOBER 2021

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)

2019 Admission only

C9D48ACE

Time: 3 Hours

Max. Marks : 60

Part A

*Answer any **ten** questions.*

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

1. What is Page Orientation?
2. What is word Art?
3. What is tracking in Pagemaker 7.0?
4. What is the template in Page Maker context?
5. What is a spread sheet?
6. What are the mathematical operators used in Excel formulas?
7. What do you mean by linking data between worksheet?
8. What are embedded charts?
9. What is a pivot table?
10. What is the use of "File Tab" in MS Powerpoint 2013?
11. What is a "Slide Animation"?
12. What is a "Handout Master"?

(10×1=10)

Part B

*Answer any **six** questions.*

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

13. Explain different ways to create Word document.

14. Write a note on header and footer in M S Word. Explain with an example.

15. Explain the history of Page Maker 7.0

16. Explain the use of different elements in Color Palette in Page Maker 7.0.

17. How will you select a range of cells?

18. How will you remove all formatting without deleting the content ?

19. Explain how to convert chat to a web page.

20. Breifly explain any three slide formatting options available in Power Point 2013.

21. Differentiate between slides master and notes master?

(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 notes on Frame Object in Page Maker 7.0

24. Using examples explain the sorting and filtering methods in Excel.

25. Write a note on charts in Excel 2013.

(2×10=20)