QP CODE: 20100879

20100879

Reg No : .....

Name : .....

B.Com DEGREE (CBCS) EXAMINATION, MARCH 2020

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

C413C6C7

Time: 3 Hours Marks: 60

Part A

*Answer any **ten** questions.*

Each question carries 1 mark.

1. How to create custome bullets in M S Word.
2. Expalin how to sort data in table.
3. What is the use of Page Maker Tool Box?
4. What is the use of page maker workspace?
5. What is the use of formula bar?
6. What is the use of option auto fit option?
7. What is the use of functions in excel?
8. What is a data series in excel 2013?
9. What is the use of Pivot Table in excel?
10. What is the use of "Status Bar" in MS Powerpoint 2013?
11. What is "Design Theme" in Powerpoint 2013?
12. What is a "Slide Transition"?

(10×1=10)

Part B

*Answer any **six** questions.*

Each question carries 5 marks.

13. Explain the different options available in Page setup dialog box.

14. Explain the steps to create watermark in MS Word 2013

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 the significance of editing process in Excel cells?

18. Explain the number group in excel?

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

20. Briefly explain how to add hyper links in slides 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 different elements of Word user interface?

23. Explain different formatting options in Page Maker.

24. Briefly explain the preparation process of worksheets to printer?

25. Write a note on charts in Excel 2013.

(2×10=20)