19101420

QP CODE: 19101420

Reg No : .....

Name : .....

B.Com DEGREE (CBCS) EXAMINATION, MAY 2019

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

31E2BAB2

Maximum Marks: 60 **Time: 3 Hours**

Part A

Answer any **ten** questions.

Each question carries 1 mark.

1. Differentiate between find and replace
2. Explain the steps to shade text in MS Word
3. What is the template in Page Maker context?
4. What is layers used in Page Maker?
5. What is an active cell?
6. What is auto complete?
7. What is the use of "legends" in excel?
8. How to add Text Box in Excel 2013?
9. What is a pivot table?
10. What is "Design Theme" in Powerpoint 2013?
11. What is "Slides Master View"?
12. What is a "Handout Master"?

(10×1=10)

Part B

Answer any **six** questions.

Each question carries **5** marks.

13. How to create a macro in MS Word 2013
14. Explain the steps to create,edit,delete Tables in MS Words
15. Comment on Page Maker 7.0

16. Explain different styling options in Page Maker 7.0

17. Write down various formatting options on rows and columns of excel worksheet?

18. Explain the use of 4 commands in the clipboard group ?

19. Explain procedure for saving a chart in excel?

20. What are the different elements of Ribbon in MS Powerpoint 2013?

21. Explain the steps in inserting animations in Power Point 2013.

(6×5=30)

Part C

Answer any **two** questions.

Each question carries **10** marks.

22. List down new specific features of Word 2013.

23. Explain different formatting options and also comment on leading in Page Maker 7.0

24. Briefly explain the different text formatting options in Excel?

25. Briefly expain various functions in Excel 2013.

(2×10=20)