QP CODE: 22101429

Reg No　　:　　....................

Name　　:　　....................

B.COM DEGREE (CBCS) IMPROVEMENT / REAPPEARANCE EXAMINATIONS, MAY 2022

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

C96E55EE

Time: 3 Hours　　　　　　　　　　　　　　　　　　　　　Max. Marks : 60

Part A

*Answer any **ten** questions.*

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

1. Explain the steps to shade text in MS Word.

2. What is Thesaurus?

3. Explain the use of Page Maker software.

4. What is tracking in Pagemaker 7.0?

5. What is the use of merge option in excel?

6. What are the mathematical operators used in Excel formulas?

7. Which are the important statistical function in excel 2013?

8. What is a chart title?

9. What is clustered chart?

10. What is the use of "View Buttons" in MS Powerpoint 2013?

11. What is the use of "Slide Sorter" in MS Powerpoint 2013?

12. What is a "Handout Master"?

Part B

*Answer any **six** questions.*

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

13. What are the different components of Status bar?

14. How to use word as outlook E-mail Editor?

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

16. What is the use of layers in Pagemaker 7.0.

17. Explain spreadsheet and its basics.

18. Explain the sorting options available in excel.

19. Explain procedure to rotate text in excel.

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

21. Briefly explain how to add hyper links in slides in Power Point 2013.

(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. Comment on Different Page Maker Workspace element.

24. Briefly explain the different processes user can do with worksheets.

25. Comment on templates in Excel 2013 and how to create worksheet templates.

(2×10=20)