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Reg. No........................

Name........................

B.Com. DEGREE (C.B.C.S.S.) EXAMINATION, NOVEMBER 2022

Fourth Semester

INFORMATION TECHNOLOGY FOR OFFFICE

(Common for Optional Stream Computer Application of Model I and Model II B.Com. U.G.C. Sponsored B.Com. Computer Application and U.G.C. Sponsored B.Com. O.M. and S.P.)

(2013-2016 Admissions)

Time : Three Hours   Maximum Marks : 60

Part A

*Answer **all** questions.*
Each question carries 1 mark.

1. What is meant by Page Break ?

2. What is mail merge ?

3. What is a slide sorter ?

4. How can you create a spreadsheet package ?

5. How do you increase the row height and the column width in Excel ?

6. What is line chart ?

7. What is Custom Animation ?

8. Define Master Slides.

(8 × 1 = 8)

Part B

*Answer any **six** questions.*
Each question carries 2 marks.

9. Explain the use of MS Word 2007.

10. What is text formatting ?

11. What are the uses of Header and Footer in MS Word ?

12. What is a domain ?

13. What do you understand by Safe Mode ?

14. What are charts in MS- Excel ?

Turn over

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15. What is IF function in Excel ?

16. How can you record a slide show in Power point ?

17. How can you insert online video in Power Point ?

18. What is Control Palette in Pagemaker ?

(6 × 2 = 12)

Part C

Answer any **four** *questions.*
Each question carries 4 marks.

19. Discuss various aligments in MS Words.

20. How can you insert a picture in a Word document ?

21. Briefly narrate the important features of MS Excel.

22. Explain Macro in MS Excel.

23. Explain pivot tables and its uses.

24. What is slide transition ? How can you apply the same slide transition to all the slide at a time ?

(4 × 4 = 16)

Part D

Answer any **two** *questions.*
Each question carries 12 marks.

25. Explain how to use page maker 7.0.

26. What is chart in Excel ? Explain the different types of charts.

27. Explain the difference between SUBSTITUTE and REPLACE function in MS Excel.

28. Write down the keyword shortcuts for the following functions :

    (a) Making fonts bold.

    (b) Making fonts italic.

    (c) Increasing fonts size.

    (d) Making fonts underlines.

(2 × 12 = 24)