

E 6403



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Reg. No.....

Name.....

B.Com. DEGREE (C.B.C.S.S.) EXAMINATION, MAY 2024

Fourth Semester

INFORMATION TECHNOLOGY FOR OFFICE

(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 to 2016 Admissions]

Time : Three Hours

Maximum : 60 Marks

Part A

Answer all questions.

Each question carries 1 mark.

1. What is ribbon in word ?
2. Explain how to sort data in table.
3. What is Spike in MS word ?
4. What are the tools in PageMaker ?
5. What is the shortcut for freezing cells in Excel ?
6. What is Custom Animation ?
7. What are the elements of chart display ?
8. What is page layout in Power Point ?

(8 × 1 = 8)

Part B

Answer any six questions.

Each question carries 2 marks.

9. Explain how to add page number to a document in MS Word.
10. What are the different number format available in Excel ?
11. What are the charts in M.S. Excel ?
12. Write a brief note on paragraph formatting in PageMaker 7.0.
13. Explain how to covert chat to a web page.

Turn over





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14. What is IF function in Excel ?
15. How to rotate text in an Excel sheet ?
16. What are the steps of the presentation creation process ?
17. Explain the format of Power Point 2007.
18. What is the significance of editing process in Excel cells ?

(6 × 2 = 12)

Part C

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

19. Explain the different elements of Word user interface.
20. Explain in detail the cell row and column formatting options.
21. Differentiate between slides master and notes master.
22. What is Mail Merger ? List down the steps to do a mail merge.
23. What is a Macro ? Explain how to enable Macros in Excel.
24. How do you change the axis on a chart in Excel ?

(4 × 4 = 16)

Part D

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

25. What is word Art in MS Word ? Explain how to insert and format Word Art in Word.
26. Briefly explain the preparation process of worksheets to printer.
27. Explain the steps inserting slide intervals in power point 2013 and comment on the uses of inserting intervals.
28. Explain how to insert and adjust pictures in MS Word.

(2 × 12 = 24)

