E 1379 (Pages : 2) Reg. No.....

Name.....

B.Com. DEGREE (C.B.C.S.S.) EXAMINATION, MARCH 2015

Fourth Semester

INFORMATION TECHNOLOGY FOR OFFICE

(Common for Optional Stream Computer Applications of Model I and Model II B.Com, UGC Sponsored B.Com. Computer Applications and UGC Sponsored B.Com. O.M. & S.P.)

[2013 Admission]

Time : Three Hours Maximum : 60 Marks

Part A

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

1. What do you mean by the term "Macros" ?
2. What are the functions of a print area ?
3. What do you mean by the word templates ?
4. Define video conferencing.
5. How tables are created in MS Word ?
6. What do you mean by RGB and CMYK color Models ?
7. What is DTP ?
8. Explain the use of format painter in MS Word ?

(8 × 1 = 8)

Part B

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

9. How action buttons are inserted in power point slides ?
10. Explain the features of MS office button in excel 2007.
11. Briefly explain the steps used for creating DTP document.
12. Explain the various steps to create and display scenario in excel 2007.
13. What are the advantages of Power Point in the business sector ?
14. What are the steps involved in formatting a document ?
15. How vector image are created ?

Turn over

16. Define the term What –If Analysis ?

17. What is a PowerPoint slide Master?

18. What is a Master Page ?

(6 × 2 =12)

Part C (Short Essay)

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

19. Describe the styles with reference to advanced document formatting ?

20. Explain how records can be filtered in Excel ?

21. Explain the steps for creating two columns on a page ?

22. Explain the steps to insert graphics, clip art, table, chart in MS powerpoint ?

23. Explain the different options of Fill and strock dialog box ?

24. Flow mail Merge operations are helpful in MS Word ?

(4 × 4 =16)

Part D (Essay)

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

25. Explain the steps for creating, manipulating and enhancing slides in PowerPoint ?

26. Explain the different parts of Word Window and Views in Microsoft Word ?

27. Explain the advanced feature and utility of power point presentation ?

28. What are the major functions of PageMaker window. Explain the steps to create a Document in PageMaker ?

(2 × 12 = 24)