

**E 6664**

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Reg. No.....

Name.....

**B.Com. DEGREE (C.B.C.S.S.) EXAMINATION, MARCH 2019**

**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—2016 Admissions]

Time : Three Hours

Maximum Marks : 60

**Section A**

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

1. What is gutter margin ?
2. What is the use of "All Caps" feature in MS-Word ?
3. What is mouse pointer ?
4. What is the use of custom shape tool in PageMaker 7.0 ?
5. What are transitions in power point ?
6. List any *two* word processing packages.
7. What is proofing ?
8. How to delete the cell entry in excel ?

(8 × 1 = 8)

**Section B**

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

9. What are the characteristics of Excel packages ?
10. What are the different types of managing a presentation ?
11. How can you take a print out from Excel ?
12. How can you protect a word document ?
13. What is blank presentation slide ?
14. What is compressed file ?
15. What is header and footer ?
16. What are grids ?

**Turn over**

17. What is the command on the menu bar to save ?

(a) A new file ; and (b) Existing file.

18. What is the use of status document ?

(6 × 2 = 12)

### Section C

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

19. What is the significance of hyperlink in presentation ?

20. What are vertical scroll bars on word document ?

21. What are frames in pagemaker 7.0 ?

22. What is significant of Wrap Text in Excel ?

23. What are the applications of Indent Paragraphs in word file ?

24. What are the various parts of a slide ?

(4 × 4 = 16)

### Section D

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

25. Explain the designing of template in excel.

26. What are layers ? What is the function of layer in pagemaker ?

27. Explain about Goal seek and Scenario functions in excel.

28. What are macros in word processor ? How to run macros in word ?

(2 × 12 = 24)