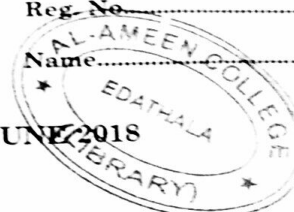


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Reg. No.

Name.....



B.A. DEGREE (C.B.C.S.) EXAMINATION, JUNE 2018

Second Semester

Complementary Course

CA 2CMT 04 – COMPUTERIZED TECHNIQUES FOR OFFICE

(Common to Model II B.A. Economics Foreign Trade Insurance.)

Time : Three Hours

Maximum : 60 Marks

Part A

Answer any ten questions.

Each question carries 1 mark.

1. What is document template?
2. What is Autofill feature?
3. What is a legend of a chart?
4. What is macro?
5. What is slide show?
6. Define Clipboard.
7. What is Dialog box launcher?
8. What is Autosum?
9. Define Shadow formatting.
10. Name any *three* word processors.
11. What is cell address?
12. What is slide sorter?

(10 × 1 = 10 marks)

Part B

Answer any six questions.

Each question carries 5 marks.

13. Write the steps for deleting a work sheet.
14. Explain the page orientation types in microsoft word.
15. Explain the DPRODUCT function in excel.
16. Write in detail about creating scenarios in excel.
17. Explain the advantages of presentation packages.

Turn over

18. How to insert bullets and numbering in microsoft word?
19. Write the steps to edit the chart axis titles?
20. What are the different cell formatting options in excel?
21. Write the steps for rehearsing a slide show.

(6 × 5 = 30 marks)

Part C

*Answer any **two** questions.*

Each question carries 10 marks.

22. Explain the components or user interface of word window.
23. Explain the different types of charts in excel.
24. Explain the logical, mathematical and statistical functions in excel.
25. Explain the animation and transition effects in powerpoint.

(2 × 10 = 20 marks)