

Reg. No. :

Name :

Third Semester B.Com. Degree Examination, November 2021

First Degree Programme Under CSS

SDE

Elective Course I : Computer Application Stream

CO 1361.5 : COMPUTER APPLICATION FOR PUBLICATIONS

(2017 Admission Onwards)

Time : 3 Hours

Max. Marks : 80

SECTION – A

Answer **all** questions in **one** or **two** sentences each. **Each** question carries **1** mark.

1. What is Free Software?
2. What is Linux?
3. What is Impress?
4. What is LibreOffice Writer?
5. What is the shortcut key spelling and grammar check in Microsoft Word?
6. How do you center text in a document in MS Word?
7. What is indent in MS Word?
8. What are header and footer in MS Word?

9. What is the use of master page in PageMaker?
10. What is MS PowerPoint?

(10 × 1 = 10 Marks)

SECTION – B

Answer any **eight** questions in not exceeding **one** paragraph each. **Each** question carries **2** marks.

11. What is open source software?
12. What is LibreOffice?
13. What is water mark in word document?
14. What is the short cut to move the insertion point to the beginning of the document?
15. What are the different types of text alignment features in MS Word?
16. What is text wrapper in PageMaker?
17. State the use of 'Redo' command.
18. How can you create frames in PageMaker?
19. What is Plug-ins?
20. What is title slide?
21. How you can you insert online video in PowerPoint?
22. What is a PowerPoint theme?

(8 × 2 = 16 Marks)

SECTION – C

Answer any **six** questions in not exceeding **120** words each. **Each** question carries **4** marks.

23. What are the advantages of LibreOffice.
24. Explain how to create a new document in MS Word?
25. Differentiate between cut and paste and Copy and Paste.
26. In MS Word, what are the methods available to cut, copy and paste text?
27. How can you insert page number in word document?
28. What are the uses of PageMaker?
29. How do you text around an image in PageMaker?
30. How can you check the spellings in a PageMaker publication?
31. How can you add a new slide in a presentation?

(6 × 4 = 24 Marks)

SECTION – D

Answer any **two** questions in not exceeding **four** pages each. **Each** question carries **15** marks.

32. What is free software? What are the advantages and disadvantages of free software?
33. What are the formatting styles available in MS Word?
34. What is mail merge in word? Explain the steps involved a mail merge.
35. Explain Tools and their functions in PageMaker?

(2 × 15 = 30 Marks)